May 30, 2013

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

Dear Commissioners:

Pursuant to Section 129.03(2), Florida Statutes, I respectfully submit the proposed budget for the Supervisor of Elections Office for the 2013-2014 fiscal year. Justifications for all required expenditures for the operation of the office of the Supervisor of Elections and for the 2014 Primary Election are included.

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

Sincerely,

Vicky C. Oakes
Supervisor of Elections

VO/ew
Contents
SOE Office Budget and Justifications – Department 0029 ................................................................. 1
Elections Budget and Justifications – Department 0030 ................................................................ 3
Grant Funding .................................................................................................................................. 5
Duties of the Supervisor of Elections .............................................................................................. 6
Voter Registration Services .............................................................................................................. 7
The Florida Voter Registration System (FVRS) .............................................................................. 9
List Maintenance ............................................................................................................................... 10
Voter Registration Statistics ........................................................................................................... 11
Voter Education ............................................................................................................................... 13
2014 Election Schedule .................................................................................................................. 16
2014 Offices Scheduled for Election ............................................................................................... 18
Three Choices for Voting ................................................................................................................ 19
Voting Trends .................................................................................................................................. 20
Early Voting ..................................................................................................................................... 21
Vote By Mail (Absentee Voting) ...................................................................................................... 23
Voting at the Polls on Election Day ................................................................................................. 25
Voting Equipment ............................................................................................................................ 26
St. Johns County Supervisor of Elections Polling Place List .......................................................... 30
Poll Workers .................................................................................................................................... 32
St. Johns County Canvassing Board ............................................................................................... 33
Post-Election Voting Systems Audit ............................................................................................... 34
### SOE Office Budget and Justifications – Department 0029

<table>
<thead>
<tr>
<th>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>$109,715</td>
</tr>
<tr>
<td>0029-51200</td>
<td>Regular Salaries</td>
<td>$561,959</td>
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<td>0029-51400</td>
<td>Overtime Employees</td>
<td>$5,000</td>
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<td>0029-52100</td>
<td>FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%</td>
<td>$51,766</td>
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<tr>
<td>0029-52200</td>
<td>Retirement Contributions – Elected Official 17.04%; Senior Mgmt. 9.25%; Regular Class and Investment Plan 5.81%</td>
<td>$57,489</td>
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<tr>
<td>0029-52202</td>
<td>OPEB Contributions – 11 employees at $1,032 per year</td>
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<tr>
<td>0029-52300</td>
<td>Life &amp; Health Insurance - 11 employees</td>
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<tr>
<td>0029-52400</td>
<td>Workmen’s Compensation – Percentage of salaries set by law</td>
<td>$572</td>
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<tr>
<td>0029-52500</td>
<td>Unemployment Compensation</td>
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<tr>
<td>0029-53120</td>
<td>Contractual Services – HR Consulting</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>$10,000</td>
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<tr>
<td>0029-54100</td>
<td>Communications – Telephone and computer lines; office cell phones</td>
<td>$9,768</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; vehicle Coverage on 1999 Chevrolet van and 2012 Ford Explorer</td>
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<tr>
<td>0029-54601</td>
<td>Equipment Maintenance – Maintenance on folder machine, mail Opener and Printer/scanner/fax/copier multifunction devices</td>
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<tr>
<td>0029-54602</td>
<td>Vehicle Maintenance – Annual cost for maintenance of office van</td>
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<tr>
<td>0029-54617</td>
<td>Software Fees – VR Systems license fees, MOVE Act fees, Microsoft Support services, Microsoft license fees, backup software Maintenance fees, SOE Software website annual fees, 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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<td>0029-55100</td>
<td>Office Supplies – All paper supplies (stationary, envelopes, copy and Printer paper, labels), Voter Information Cards, educational and Informational materials; postage for all list maintenance, daily voter Card mailings, certified mail and routine correspondence</td>
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<td>0029-55201</td>
<td>Gas, Oil &amp; Lubricant – For office vehicles</td>
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<td>Dues &amp; Memberships – FSASE (2% of SOE Salary) and Election Center</td>
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<td>0029-56401</td>
<td>Office Equipment – Computer/backup related equipment</td>
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## Department 0029 - SOE Budget Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2013</th>
<th>FY 2014</th>
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</thead>
<tbody>
<tr>
<td>51100</td>
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<td>$7,000</td>
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<td>54400</td>
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<td>54617</td>
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<td>Gas, Oil and Lubricants</td>
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<td>Dues and Memberships</td>
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<td>56401</td>
<td>Office Equipment</td>
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<td>$0</td>
<td>$25,220</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$1,270,754</td>
<td>$1,129,574</td>
<td>$1,117,190</td>
<td>$1,112,854</td>
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</table>

### Departmental Summary:

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$982,681</td>
<td>$965,787</td>
<td>$953,403</td>
<td>$914,741</td>
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<td>Operating Expenses</td>
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<td>Capital Improvements</td>
<td>$36,628</td>
<td>$0</td>
<td>$0</td>
<td>$25,220</td>
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<tr>
<td>Other</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,270,754</td>
<td>$1,129,574</td>
<td>$1,117,190</td>
<td>$1,112,854</td>
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</tbody>
</table>
# 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 Absentee Staff</td>
<td>$36,320</td>
</tr>
<tr>
<td>0030-51301</td>
<td>Poll Worker Salaries – Election Day and Early Voting poll workers</td>
<td>$100,000</td>
</tr>
<tr>
<td>0030-51400</td>
<td>Overtime Employees</td>
<td>$2,500</td>
</tr>
<tr>
<td>0030-52100</td>
<td>FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%</td>
<td>$6,795</td>
</tr>
<tr>
<td>0030-52400</td>
<td>Workmen’s Compensation – Percentage of salaries set by law</td>
<td>$118</td>
</tr>
<tr>
<td>0030-53120</td>
<td>Contractual Services – Phone Bank Staff hired through staffing agency</td>
<td>$3,240</td>
</tr>
<tr>
<td>0030-54000</td>
<td>Travel &amp; Per Diem – Mileage for Voting Technicians</td>
<td>$1,500</td>
</tr>
<tr>
<td>0030-54100</td>
<td>Communications – Cell phones for poll workers at polls, Voting Technicians and air cards for countywide EViD communication</td>
<td>$3,300</td>
</tr>
<tr>
<td>0030-54113</td>
<td>Transportation Charges – Delivery of voting equipment and election Supplies to all polling locations and early voting sites</td>
<td>$14,900</td>
</tr>
<tr>
<td>0030-54400</td>
<td>Lease/Rental of Equipment – Rental of additional M650 absentee ballot tabulator</td>
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</tr>
<tr>
<td>0030-54401</td>
<td>Lease/Rental of Building – Rental charges for polling places</td>
<td>$2,400</td>
</tr>
<tr>
<td>0030-54500</td>
<td>Insurance – General liability on voting booths, DS200 tabulators, BOD printers, EViD’s, ADA iVotronics and M650 absentee ballot reader</td>
<td>$40,000</td>
</tr>
<tr>
<td>0030-54601</td>
<td>Equipment Maintenance – Annual hardware maintenance on EViD’s, DS200’s, ADA iVotronics and M650 absentee ballot reader</td>
<td>$48,536</td>
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<tr>
<td>0030-54617</td>
<td>Software Fees – EViD Electronic Voter Identification System License Fee, EViD Stations software fees, Election Systems and Software Unity software fee</td>
<td>$60,515</td>
</tr>
<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)</td>
<td>$17,500</td>
</tr>
<tr>
<td>0030-55213</td>
<td>Election Supplies – Ballots (test, provisional, sample, absentee, early Voting, overseas, state write-in, precinct), precinct supplies, postage For absentee and sample ballots, and all supplies necessary to conduct one election</td>
<td>$125,000</td>
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<tr>
<td>0030-55304</td>
<td>Federal Grant Expenditure – Federal grant funds received and carried Forward into FY’14 (Voting Systems Assistance Grant)</td>
<td>$10,984</td>
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<tr>
<td>0030-55402</td>
<td>Education – required county matching funds for grants that have been Received and carried forward into FY’14</td>
<td>$998</td>
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</table>
## Department 0030 - Elections Budget Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>51300</td>
<td>Other Salaries</td>
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<td>51301</td>
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<td>52500</td>
<td>Unemployment Compensation</td>
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<tr>
<td>53120</td>
<td>Contractual Services</td>
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<td>Travel &amp; Per Diem</td>
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<td>54100</td>
<td>Communications</td>
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<td>Transportation Charges</td>
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<td>$647,624</td>
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<tr>
<td><strong>Minus Federal Grants:</strong></td>
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<td>$32,488</td>
<td>$73,847</td>
<td>$62,863</td>
<td>$10,984</td>
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<td><strong>Total Budget without Grants:</strong></td>
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<td>$535,272</td>
<td>$573,777</td>
<td>$572,779</td>
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</table>

### Departmental Summary:

- **Personnel Services**: $218,924, $208,133, $208,133, $145,733
- **Operating Expenses**: $345,132, $414,291, $402,309, $335,373
- **Capital Improvements**: $3,705, $25,200, $25,200, $0
- **Other**: $0, $0, $0, $0

**Total**: $567,761, $647,624, $635,642, $481,106

*$10,983.75 is the carry forward on the following projects:*
- PROJECT 1073 - $10,977.73 - Voting Systems Assistance Grant
- PROJECT 1236 - $4.94 - Voter Education Grant (remaining interest only)
- PROJECT 1268 - $1.08 - Voter Education Grant (remaining interest only)
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.

Currently, we have only two active grants pertaining to poll worker recruitment and training and ADA voting equipment.

Voting Systems Assistance Grant (2005) Project 1073

Grant money was received in 2005 in order to assist with purchasing disability accessible voting systems in order to comply with the requirements of the Help America Vote Act (HAVA). The grant money has been spent but interest on those funds remains. In 2000, the Division of Elections stated that interest on this grant should have been computed. As a result, the grant was reconstructed and interest was figured. As of March 31, 2013, $10,977.73 in interest has accrued. This money will be used in the future towards the purchase of disability accessible voting system equipment. All of the interest, plus what is accrued between now and September 30, 2013, will be carried forward into fiscal year 2014.

Poll Worker Recruitment and Training Grant (2007) Project 1114

Currently, $996.59 remains in this grant. This amount includes interest accrued through March 31, 2013. This money will be used to print poll worker training materials for the August 2014 Primary Election.
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 removing voters who have moved out of Florida, are deceased, or for any other reason are no longer eligible to vote in Florida
- Make updates to 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
- 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 financial disclosure forms from certain elected 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 St. Johns County
- Maintain and test voting equipment
- Acquire and equip polling places
- Maintain precinct information, such as streets, districts and number of voters
- Maintain and provide election results and voting history
- Hire and train poll workers
- 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**

The Supervisor of Elections Office currently 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 Collectors Offices, which issue drivers licenses at Ponte Vedra, Julington Creek, Hastings, 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
  - Department of Health
  - Department of Social Services
  - WIC Programs
  - Medicaid
  - Department of Children and Family Services
- Armed forces recruiting offices consisting of four offices within St. Johns County

**Supervisor of Elections Office Web Site**

Many of the services offered by the Supervisor of Elections Office are also available on our website, 24 hours a day, 7 days a week.

www.votesjc.com

In 2012, a new website was developed and released which greatly expanded the information available to the general public. New features are continually being developed and added to our website, such as annual financial disclosure filings, which just became available in May.

By utilizing QR codes on voter education materials we are able to increase the exposure of our services and stay in touch with voters who use mobile technology. This technology is also used to better serve the voters of St. Johns County and reduce a portion of our advertising costs.

Facebook is also used to distribute registration, election and voting information.

Making services available on our website is a very cost effective way to provide information to the general public.
A few of the services available on our website include:

- Registration deadlines
- Request an absentee ballot
- Election dates
- Sample ballots
- Voter education event calendar
- Election Results
- Precinct and district maps
- Early voting dates, times and locations
- Office hours and location
- Check your voter information using the Voter Look-up
- Check the status of your absentee ballot
- Precinct locator and polling place information
- Candidate listings, profiles and financial reports
- Florida Voter Registration Application on-line used to
  - Register to vote
  - Make changes to voter records
  - Update signatures
  - Request a duplicate voter information card
The Florida Voter Registration System (FVRS)

The Florida Voter Registration System (FVRS) serves as the “official” voter registration list for the conduct of all elections for 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 legally registered voter in the state
- Provides each legally registered voter in Florida with a unique identifier
- 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
- Is administered by the Secretary of State who delegates voter registration duties and records maintenance activities to the local Supervisor of Elections. It is each county Supervisors’ responsibility to perform these duties in accordance with state and federal law
- Provides any authorized election official in Florida immediate electronic access to the voter registration information in the FVRS

The St. Johns County Supervisor of Elections Office is an essential part of the Florida Voter Registration System (FVRS). As a local election official, we are 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
All voter registration information obtained by authorized local election officials in Florida is electronically entered into FVRS on an expedited basis at the time the information is provided. The FVRS database also contains additional items which are shared between all counties and the state.

These items include for each county:

- Residential street addresses
- Voter history records
- Voter registration image records
- Signature images
- Petitions
- Verification records

**List Maintenance**

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

List maintenance activities are conducted on a monthly basis 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.

List maintenance activities are stopped no later than 90 days prior to a federal election. The list maintenance process is conducted so that the name of each voter appears on a computerized list. Supervisors will remove only those voters who meet the criteria of s. 98.065 (c), Florida Statutes.

Additional list maintenance activities executed in accordance with Section 98.075, Florida Statutes, are on-going and do not stop 90 days prior to a federal election. 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 (age requirements, citizenship, fictitious name, non-legal residence)
## Voter Registration Statistics

**Vicky Oakes**

**Supervisor of Elections**

**St. Johns County, FL**

### Precinct Summary Report 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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<td>Julington Creek Annex</td>
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<td>Willis Galimore Center</td>
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<td>509</td>
<td>St. Augustine Beach City Hall</td>
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</tr>
</tbody>
</table>

Total Active Voters: 157,787

Total Inactive Voters: 59,737
Voter Education

One of the keys to conducting a successful election is educating the voters of St. Johns County and having them prepared to vote.

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
- 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

www.votesjc.com

To date, our best voter education tool continues to be our website by providing access to voter registration and election information 24 hours a day, 7 days a week.

Most all of the services provided by our office are also available on our website along with many of the forms, educational materials and publications produced by our office. Voters and interested parties may print any of the forms and publications as needed, thus reducing printing and mailing costs.
**Sample Ballots**

Sample ballots continue to be one of the most popular and effective methods for providing election specific information to the registered voters of the county. Each registered voter is mailed a sample ballot prior to every election. Each election, positive feedback is received from voters regarding their sample ballots.

The only voters who do not receive sample ballots are those who have requested an absentee ballot as the absentee ballots are mailed in advance of the sample ballots.

Under the new law, we will be able to begin e-mailing voters their sample ballots, upon request. Once the details are finalized on this process and voters begin utilizing this new service, we expect the cost of mailing sample ballots to greatly decrease over time.

**Publications**

The Supervisor of Elections Office produces and distributes a wide variety of publications in an effort to inform and familiarize residents and voters on how to register to vote and the voting process. Some of the available publications include:

- Voter Tips
- Voter’s Guide
- How to Vote Palm cards with election dates
- Absentee Voting Guide
- Military and Overseas Absentee Voting Guide
- Elected Officials Guide
- Voter Information card

**Community Events**

Our office will continue to participate in numerous community events during election years which will allow us to interact with many residents and distribute voter education and registration materials. We will expand our participation at these events because of their popularity. Some of the community events in which we plan to participate include:

- Annual Bartram Bash
- Lincolnville Farmer’s Market and Spring Music Fair
- West Augustine Career Fair
- St. Augustine Lions Annual Seafood Festival
- Spring Break at Palencia Street Festival
- St. Augustine Beach Farmer’s Market
- Nocatee Farmer’s Market
- St. Ambrose Church Fair
- Old Town Arts and Crafts Show
- Ponte Vedra Library Book Sale
- Bartram Library Book Sale
**Senior Citizen Facilities**
Each year our office contacts all county nursing homes and assisted living facilities. We conduct a voter registration and education program for each facility. This is a wonderful opportunity to reach out to those who are generally unable to go to their polling place. We receive many absentee ballot requests from the residents and are able to provide general voting information.

**Supervised Voting at Senior Citizen Facilities**
A new program will be initiated this year in county nursing homes and assisted living facilities. Beginning with the 2014 Primary Election, Supervised Voting will be conducted. Elections Office Staff will actually take the voters their absentee ballots, give them the opportunity to vote and then the voted ballot will immediately be brought back to the Elections Office to await tabulation. Our office is currently developing processes and security procedures to enact this program. We are initiating this program in order to prevent voter fraud and to protect the rights of senior voters.

**Area High Schools**
Elections Office staff annually conduct voter education programs at St. Johns County public and private high schools. Our office visits all public high schools, St. Joseph Academy, Florida School for the Deaf and Blind and the St. Gerard Campus. Our programs are for the purpose of educating high school students in good government, and to 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. This year we registered or updated the existing registration of 470 students.

Under current law, anyone can pre-register to vote on or after their 16th birthday, and may vote in any election held on or after their 18th birthday. Once registered to vote, upon turning 18, they will receive a congratulations letter and their voter information card.

**High School Student Council Elections**
In 2011 we began conducting student government elections for interested schools. Our office prints ballots based on the candidates running in the school election and programs our voting equipment for the election. The students then get to vote using official ballots and voting equipment just like they would in a “real world” election. The program has been very well received by faculty and students alike. Many of the students have commented they did not realize voting was so easy! This program continues to expand as more schools contact us. We hope this outreach program will encourage students to actively participate in the voting process when they turn 18.
2014 Election Schedule

Primary Election – August 26, 2014

General Election – November 4, 2014

Primary Election (F.S. 100.061) – August 26, 2014
A Primary Election is held on Tuesday, ten weeks prior to the General Election for the purpose of nomination of candidates for political parties. The candidate receiving the highest number of votes cast in each contest in the Primary Election shall be declared nominated for such office. If two or more candidates received an equal and highest number of votes for the same office, such candidates shall draw lots to determine which candidate is nominated.

Closed Primary (F.S. 101.021)
Florida is a “closed primary” state. In a primary election a qualified elector is entitled to vote the official primary election ballot of the political party designated in the elector’s registration, and no other. It is unlawful for any elector to vote in a primary for any candidate running for nomination from a party other than that in which such elector is registered.

Minor political parties must also conduct nominating primaries, so currently both the major and minor political parties may be involved in the primary elections.

Voters registered without party affiliation are eligible to vote for nonpartisan candidates, and any referenda which may appear on a primary election ballot.

Universal Primary Contests (Florida Constitution Article VI, Section 5(b))
The only exception to the closed primary is when all candidates for an office have the same party affiliation and the winner will have no opposition in the General Election. When this occurs, all qualified voters, regardless of party affiliation may vote in the primary election for that office.

General Election (F.S. 100.031) – November 4, 2014
The General Election is always held the first Tuesday after the first Monday in November in even numbered years, to fill national, state, county and local offices, and for voting on constitutional amendments.

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 General Election. The municipalities included are the City of St. Augustine, the City of St. Augustine Beach, and the Town of Hastings.

**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, St. Augustine Port, Waterway and Beach Commission, Anastasia Mosquito Control District of St. Johns County, and the 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 eleven (11) CDD elections are currently conducted by the Supervisor of Elections Office.

They are:

- Aberdeen Community Development District
- Brandy Creek Community Development District
- Durbin Crossing Community Development District
- Heritage Landing Community Development District
- Heritage Park Community Development District
- Julington Creek Plantation Community Development District
- Marshall Creek Community Development District
- Sampson Creek Community Development District
- St. Johns Forest Community Development District
- Turnbull Creek Community Development District
- World Commerce Center Community Development District

Each municipality, special district and community development district is billed for the proportionate share of their specific ballot styles. The revenues are deposited into the county general fund.
2014 Offices Scheduled for Election

**Federal**
- Representative in Congress

**State**
- Governor & Lt. Governor
- Attorney General
- Chief Financial Officer
- Commissioner of Agriculture & Consumer Services
- State Senator – District 6
- State Representative – House Districts 17 & 24
- Circuit Judge, 7th Judicial Circuit

**County**
- County Commissioners – Districts 2 & 4
- School Board Members – Districts 1, 3 & 4
- Anastasia Mosquito Control District – Seats 2 & 4
- St. Augustine – St. Johns County Airport Authority – Groups 1, 2 & 3
- St. Johns Soil & Water Conservation District – Groups 1, 2 & 5
- St. Augustine Port, Waterway & Beach Commission – Groups 1, 3 & 5
- Municipal Service District of Ponte Vedra Beach – Seats 1, 3, 5 & 7

**Municipalities**
- City of St. Augustine – Seats 3/Mayor, 4 & 5
- City of St. Augustine Beach – Seats 3, 4 & 5
- Town of Hastings – 2 Seats

**Community Development Districts**
- Aberdeen Community Development District – Seats 1, 3 & 5
- Brandy Creek Community Development District – Seats 1, 3 & 5
- Durbin Creek Community Development District – Seats 1, 3 & 5
- Heritage Landing Community Development District – Seats 2, 3 & 4
- Heritage Park Community Development District – Seats 1, 3 & 5
- Julington Creek Plantation Community Development District – Seats 1, 3 & 4
- Marshall Creek Community Development District – Seats 1, 2 & 3
- Sampson Creek Community Development District – Seats 1, 3 & 5
- St. Johns Forest Community Development District – Seats 1, 2 & 3
- Turnbull Creek Community Development District – Seats 1, 3 & 5
- World Commerce Community Development District – Seats 1, 2 & 3
Three Choices for Voting

Voting has never been more convenient than it is today. Voters have a choice in how and when they wish to cast their ballot:

Vote by Mail (Absentee Ballot)

- Absentee Voting is a service offered by the Supervisor of Elections for registered voters who wish to vote in the comfort of their home.
- Any registered voter may vote by absentee ballot.
- Absentee ballots may be requested by telephone, on-line, in writing or in person at the Elections Office.
- NEW – If the ballot is requested to be mailed to an address other than the elector’s address on file in their voter record, the request must be made in writing and signed by the voter; this does not apply to uniformed services or overseas voters.
- Voted absentee ballots may be turned in at early voting sites, but cannot be turned in at the polls on Election Day.
- Absentee ballots may also be dropped off in the red drop boxes located inside several advertised places throughout the county or in the new overnight drop box located in our office parking lot.
- All voted absentee ballots MUST be returned to the Supervisor of Elections Office by 7:00 PM on Election Day in order to be counted.

Early Voting

- For the convenience of voters, there are six early voting sites in St. Johns County.
- Voters may go to ANY early voting site in St. Johns County to cast their ballot.
- Early Voting must begin at least 10 days prior to each election and end on the 3rd day before the election; at the discretion of the Supervisor of Elections it may begin as early as the 15th day before an election and end on the 2nd day before; early voting dates and hours are heavily advertised prior to each election.

Election Day

- Polls are open from 7 AM – 7 PM.
- On Election Day, voters must vote in the precinct of their legal residence.
- Polling locations are listed on the Voter Information Card issued to each voter.
- A precinct locator is available on our website.
Voting Trends

Voting trends over the last several years indicate that fewer people are going to the polls on Election Day due to the increasing popularity of absentee and early voting. In presidential election years, when the turnout is greater, almost half of the voters chose to vote early. Our office constantly analyzes early voting procedures in an effort to make the process as efficient as possible. New technology and improved voting legislation continues to revolutionize the way elections are being conducted.

The following charts show voting trends in St. Johns County between 2006 and 2012:
Early Voting

Recently adopted CS/HB 7013, changed the time frame in which early voting can be conducted.

Beginning with the 2014 elections, the law states that early voting shall:

- Begin on the 10th day before an election that contains state or federal races and end on the 3rd day before the election
- At the discretion of the Supervisor of Elections early voting may be offered on the 15th, 14th, 13th, 12th, 11th or 2nd day before an election
- Voting shall be provided for no less than 8 hours and no more than 12 hours per day at each site
- The law has been amended that any fairground, civic center, courthouse, county commission building, stadium, convention center, government-owned senior center or government-owned community center may be designated as an early voting site
- A Supervisor of Elections may also designate one early voting site per election in an area of the county that does not have any of the eligible early voting locations; such early voting site must be geographically located so as to provide all voters in that area with an equal opportunity to cast a ballot, insofar as is practicable

The same six (6) Early Voting sites have been used since 2006, and continue to be well utilized by St. Johns County voters. These sites are geographically located to provide all voters in the county an equal opportunity to cast their ballot, and voters have become accustomed to voting at these locations.

For 2014, the following Early Voting sites may still be used:

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

Our office is researching facilities available for use in 2014 which would better accommodate voters. Specific locations will be determined in early 2014.
Voter turnout during gubernatorial years is very different from presidential election years. The turnout for 2014 will be much less than 2012, therefore there is no need to increase the number of Early Voting sites. We will, however, in 2016, look at adding additional Early Voting Sites which will best accommodate the voters and provide ample opportunity for everyone to cast their ballots.
Vote By Mail (Absentee Voting)

Voting by absentee ballot in the comfort of a person’s home has become the most convenient way for voters to cast a ballot. Due to the convenience it affords voters, requests for absentee ballots continue to steadily increase.

Voters may request an absentee ballot by phone, on-line, fax, or in writing. The voter may request the ballot or a member of their immediate family may request it for them.

Recently adopted CS/HB 7013 has changed the law on how a voter may request an absentee ballot. If the ballot is requested to be mailed to an address other than the elector’s address on file in the Florida Voter Registration System, the request must be made in writing and signed by the elector. However, this change in the law does not apply to uniformed service or overseas voter.

All absentee ballots must be returned to the Supervisor of Elections Office by 7 PM on Election Day in order to be counted. In 2012, our office implemented two additional ways for voters to return their ballots, as follows:

- Secure drop box in our office parking lot; this proved to be very useful to those voters wishing to return their ballot during non-business hours, many voters also utilized this during the business day for convenience
- Red ballot collection boxes located inside many government and municipal offices around the county approximately three weeks before each election; this method of returning ballots was extremely popular and will be offered in 2014
Cost effective changes were implemented in 2010 regarding the printing and mailing of absentee ballots. Our office began outsourcing the initial run and daily mailings of absentee ballots. We will continue to outsource this process for the 2014 elections.

Some benefits to outsourcing the absentee ballot process includes:

- Eliminated regular staff time to print, insert mailing envelopes, issue ballots, stamp and mail the absentee ballots plus the additional part time staff hired to assist with the process.
- Absentee ballots and all corresponding envelopes are only printed and mailed upon request thereby eliminating waste.
- Postage savings – bulk mail permit and bar coding saved up to 10 cents per ballot in postage, resulting in a cost reduction of several thousands of dollars over an election cycle.
- Reduction in storage costs (unused ballots must be stored until permission from the state allows for destruction).
- Eliminated recycle fees to dispose of unused ballot stock.
- Reduction of the cost of absentee ballot mailing envelopes and corresponding secrecy envelopes with instructions printed for each election.
Voting at the Polls on Election Day

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

Polls are open 7 AM – 7 PM.

When voting on Election Day, voters must
- Vote in the precinct of their legal residence
- Take current photo and signature ID

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

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

All of the above can be done by visiting our website and clicking on the Voter Lookup icon.

Provisional Ballots - At all elections, a voter claiming to be properly registered in the county and eligible to vote at the precinct in the election, but whose eligibility cannot be determined is entitled to vote a provisional ballot.

These include:
- A person whose name is not on the electronic poll book (EViD) and the poll worker is unable to verify the person is registered and eligible to vote
- Any voter who does not provide current and valid photo and signature ID
- Any voter whose ID signature and signature on their voter record do not match, and the voter refuses to sign an affidavit
- An indication on the electronic poll book (EViD) that the voter’s information is not yet verified through FVRS
- Any voter who is challenged unless an address update by voter corrects the issue
- Voter is registered but is not eligible to make an address change at the polls
- If polling hours are extended for any reason, any voter who was not in line at 7 PM must vote a provisional ballot
Voting Equipment

**DS200**
The ES&S DS200 precinct-based digital scan ballot tabulators are the basis of our tabulation system, and are 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 tabulated immediately.

If a voter marks their ballot incorrectly, the DS200 will not tabulate the ballot, but will display the error on the screen, allowing the voter the option of casting their ballot or returning it to the voter for review or correction.

If the voter marks their ballot incorrectly and wants to change it, they have the opportunity to 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 DS200s use the latest in digital scanning technology state-of-the-art; precise ballot sensors scan both sides of a ballot, simultaneously. A resulting ballot image can be stored on a variety of memory devices and reviewed, as needed, on a standard PC. The DS200 is designed with flexibility to support a wide range of ballot configurations and designs. It allows for more efficient accumulation of election results.

Some key features of the DS200 include:
- Unique User-Friendly Design
- Touch Screen Display
- Integrated Thermal Printer
- Paper-Based and DRE Vote Accumulation
- Power Management

The DS200 ballot box provides security features, including:
- Keyed locks that ensure only authorized election personnel can access ballots
- Protective lid to shield from tampering or harm
- Security anchor that tethers the ballot box in place
- Locking wheels
- Secured with tamper-evident seals
**ADA Voting Equipment**

Federal and state requirements that meet ADA guidelines for persons with disabilities require use of a blended voting system. St. Johns County provides touch screen voting to aid persons with disabilities. Touch screen voting allows blind and visually impaired voters to vote privately. Persons who are visually impaired may access the system’s audio feature. A touch screen voting tabulator is available at each of the early voting sites and polling locations.

The State law regarding the use of ADA iVotronic touch screen tabulators for voters with disabilities has been extended until 2020 by the State Legislature. We will continue to utilize our existing ADA iVotronics through the 2014 election cycle. New ADA equipment is currently under development by our vendors. Our office is submitting a Capital Improvement Request for FY ’15 in order to purchase the new ADA equipment for the voters of St. Johns County for use prior to January 1, 2016.

**Absentee Ballot Tabulator**

The high speed absentee ballot reader completes the suite of tabulation equipment. We have been using ES&S’ M-650 for absentee ballot processing; however, even at the time of purchase, the M-650 technology was out of date, but was the only reader available. The M-650 must be replaced with ES&S’ new digital scanner, the DS850 once it is certified by the state. Our office must purchase two of the scanners and this will cost $210,000. This cost will be included in the Capital Improvement Request for FY ’15. Upon certification by the Division of Elections for use in Florida, we will proceed with the purchase of the DS850 for use in the 2016 elections.

- Simple and Easy to Use with Straight-Forward Messaging
- Advanced Digital Technology to Ensure Accuracy and Security
- Built to Comply with 2005 VVSG Standards
- Scans Folded Ballots with Ease for More Efficient Mailed Ballot Processing
- Fastest Throughput Speed Available Saving Time and Money

**Ballot on Demand Printers**

The purchase of ballot on demand printers has been one of the most cost effective purchases made by the Supervisor of Elections Office. The systems ease of use; flexibility and durability make it an effective solution for managing absentee and early voting ballots. The system has proven to be an innovative solution that provides an efficient, accurate and transparent method for all of our ballot needs. The use of BOD printers has eliminated:

- Rushing to create and submit ballot orders
- Using office space for storing early voting and absentee ballots
- Manually searching and picking absentee and early voting ballots
- Being concerned about the accuracy of ballot picking
- Worrying about running out of ballots
- Paying to recycle all of the unused ballots following each election
Key values include:
- Proprietary design features to ensure accurate ballot printing and tabulation
- Saves time, money and management resources
- Handles all ballot needs: test, absentee, early voting, duplicates, and provisional ballots
- Easily transportable for early voting use
- Integrated audit capability for full reporting and transparency of ballot usage

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 (ballots are printed as needed)
- Printing over the counter absentee ballots as needed
- Printing ballots for duplication as needed by the County Canvassing Board
- Eliminating a large stock supply of ballots kept on hand for the early voting sites
- Eliminating the cost of storing and later disposing of large quantities of unused ballots
- Affording the opportunity to print ballots on Election Day should voter turnout at the polls be greater than anticipated
- Reducing the overall number of ballots ordered for each election

Electronic Voter Identification System

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

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

During early voting and election-day operations, each EViD station communicates securely with elections headquarters to maintain up-to-the minute accuracy on its voter file.
The EViD system helps ensure that every election is run efficiently and administered fairly:

- Voters who are eligible to vote in the election are allowed to vote promptly
- Voters receive the correct ballot on which they are eligible to vote
- Poll workers can easily change a voter's name or address on the voter registration system
- At the end of the voting day the number of voters signed in is easily reconciled to the number of votes on the tabulation equipment

Additional features of the EViDs include:

- Fewer poll workers are needed to manage the voters at each voting location
- As voters sign in on electronic signature pads, voter check-ins are transmitted to Supervisors’ offices
- During early voting, EViDs connect to ballot-on-demand printers to quickly produce the correct ballot for each voter
- Check-in data collected at EViD stations is shared throughout the county system to prevent duplicate voting
- For voters who attempt to check in at the wrong precinct, EViD prints instructions to their correct precinct
- Eliminates the need for bulky paper registers at the polls on election day – quicker check-in
- Voting history posts automatically. As post-election work continues, voting history totals from EViDs are reconciled with precinct totals to ensure all voters receive an accurate update to their voting history
- Real-time Get Out the Vote reports can be offered to candidates, political parties & media
- A graphical monitoring feature at the main office allows elections officials to oversee the status of each EViD station and monitor voting patterns at each voting site
- Reconciliation of votes is quicker. At the end of the day, a total of voters checked-in at every voting location is printed by each EViD station. These totals can then be compared to the number of votes on the tabulation equipment.
## St. Johns County Supervisor of Elections Polling Place List

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Polling Place</th>
<th>Location Address</th>
<th>City, State. Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Julington Creek Annex</td>
<td>725 Flora Branch Blvd.</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>102</td>
<td>Fruit Cove Middle School</td>
<td>3180 Race Track Rd.</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>103</td>
<td>San Juan Del Rio Catholic Church</td>
<td>1718 State Road 13 N</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>104</td>
<td>Bartram Trail Library</td>
<td>60 Davis Pond Blvd.</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>105</td>
<td>Creekside Christian Church</td>
<td>92 Lifespring Way</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>106</td>
<td>Switzerland Community Church</td>
<td>2179 State Road 13 N</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>107</td>
<td>Celebration Lutheran Church</td>
<td>810 Roberts Rd.</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>108</td>
<td>Faith Community Church</td>
<td>3450 County Road 210 West</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>109</td>
<td>Bartram Trail High School</td>
<td>7399 Longleaf Pine Parkway</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>110*</td>
<td>Life Point Church</td>
<td>7730 County Road 13 N</td>
<td>St. Augustine, FL 32092</td>
</tr>
<tr>
<td>201</td>
<td>Faith Community Church</td>
<td>3450 County Road 210 West</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>202</td>
<td>Creekside Christian Church</td>
<td>92 Lifespring Way</td>
<td>St. Johns, FL 32259</td>
</tr>
<tr>
<td>203</td>
<td>Heritage Landing Amenity Center</td>
<td>370 Heritage Landing Parkway</td>
<td>St. Augustine, FL 32092</td>
</tr>
<tr>
<td>204*</td>
<td>Life Point Church</td>
<td>7730 County Road 13 N</td>
<td>St. Augustine, FL 32092</td>
</tr>
<tr>
<td>205</td>
<td>Agricultural Center</td>
<td>3125 Agricultural Center Dr.</td>
<td>St. Augustine, FL 32092</td>
</tr>
<tr>
<td>206</td>
<td>San Sebastian Catholic Church</td>
<td>1112 State Road 16</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>207</td>
<td>Solomon Calhoun Community Center</td>
<td>1300 Duval St.</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>208</td>
<td>St. Ambrose Catholic Church</td>
<td>6072 Church Rd.</td>
<td>Elkton, FL 32033</td>
</tr>
<tr>
<td>209</td>
<td>Hastings Town Hall</td>
<td>6195 S. Main St.</td>
<td>Hastings, FL 32145</td>
</tr>
<tr>
<td>301</td>
<td>Solomon Calhoun Community Center</td>
<td>1300 Duval St.</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>302</td>
<td>Good News Church</td>
<td>1357 Wildwood Dr.</td>
<td>St. Augustine, FL 32086</td>
</tr>
<tr>
<td>303</td>
<td>St. Augustine South Imp. Asn. Bldg.</td>
<td>709 Royal Rd.</td>
<td>St. Augustine, FL 32086</td>
</tr>
<tr>
<td>304</td>
<td>Community Bible Church</td>
<td>3150 US 1 South</td>
<td>St. Augustine, FL 32086</td>
</tr>
<tr>
<td>305</td>
<td>Riverview Club</td>
<td>790 Christina Dr.</td>
<td>St. Augustine, FL 32086</td>
</tr>
<tr>
<td>306</td>
<td>Coquina Crossing Community Center</td>
<td>4536 Coquina Crossing Dr.</td>
<td>Elkton, FL 32033</td>
</tr>
<tr>
<td>307</td>
<td>Southeast Branch Library</td>
<td>6670 US 1 South</td>
<td>St. Augustine, FL 32086</td>
</tr>
<tr>
<td>308</td>
<td>Anastasia Baptist Church</td>
<td>1650 A1A South</td>
<td>St. Augustine, FL 32080</td>
</tr>
<tr>
<td>309</td>
<td>St. Anastasia Catholic Church</td>
<td>5205 A1A South</td>
<td>St. Augustine, FL 32080</td>
</tr>
<tr>
<td>401</td>
<td>Ponte Vedra Branch Library</td>
<td>101 Library Blvd.</td>
<td>Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>402</td>
<td>Our Lady Star of the Sea Church</td>
<td>545 A1A North</td>
<td>Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>403</td>
<td>Ponte Vedra Presbyterian Church</td>
<td>4510 Palm Valley Rd.</td>
<td>Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>404</td>
<td>Christ Episcopal Church</td>
<td>400 San Juan Dr.</td>
<td>Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>405</td>
<td>Sawmill Lakes Community Center</td>
<td>225 N. Mill View Way</td>
<td>Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>406</td>
<td>St. Francis in the Field</td>
<td>895 Palm Valley Rd.</td>
<td>Ponte Vedra, FL 32081</td>
</tr>
<tr>
<td>407</td>
<td>Ponte Vedra Community Center</td>
<td>1050 A1A North</td>
<td>Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>408</td>
<td>The Palencia Club</td>
<td>600 Palencia Club Dr.</td>
<td>St. Augustine, FL 32095</td>
</tr>
<tr>
<td>409</td>
<td>Fullerwood Center</td>
<td>10 Hildreth Dr.</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>501</td>
<td>St. Johns Convention Center</td>
<td>500 S. Legacy Trail</td>
<td>St. Augustine, FL 32092</td>
</tr>
<tr>
<td>502</td>
<td>San Sebastian Catholic Church</td>
<td>1112 State Road 16</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>503</td>
<td>Fullerwood Center</td>
<td>10 Hildreth Dr.</td>
<td>St. Augustine, FL 32084</td>
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<tr>
<td>504</td>
<td>Serenata Beach Club</td>
<td>3175 S. Ponte Vedra Blvd.</td>
<td>Ponte Vedra Beach, FL 32082</td>
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<tr>
<td>505</td>
<td>Church of Christ</td>
<td>2900 Lewis Speedway</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>506*</td>
<td>Prosperity Bank Community Center</td>
<td>798 N Ponce de Leon Blvd.</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>507</td>
<td>Willie Galimore Center</td>
<td>399 Riberia St.</td>
<td>St. Augustine, FL 32084</td>
</tr>
<tr>
<td>508</td>
<td>Elks Lodge</td>
<td>1420 A1A South</td>
<td>St. Augustine, FL 32080</td>
</tr>
<tr>
<td>509</td>
<td>St. Augustine Beach City Hall</td>
<td>2200 A1A South</td>
<td>St. Augustine, FL 32080</td>
</tr>
</tbody>
</table>

*Subject to change for 2014 Elections*
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:

**Clerks** manage the precinct and are familiar with all the tasks required to process voters and results. The Clerk is ultimately responsible for the performance of the precinct and/or Early Voting site.

**Inspectors** perform a variety of jobs ranging from setting up the polling room to processing and issuing ballots to the voters.

**Equipment Inspectors** set-up, maintain and monitor voting equipment, process voters, and assists voters on the voting equipment as needed.

**Poll Deputies** monitor the “no solicitation zone” for voters and maintain order at all voting locations. They are deputized by the St. Johns County Sheriff.

**Training Classes**
Florida Statutes require all poll workers to attend mandatory training sessions for each election cycle. Prior to the election, workers are notified of class times. Poll worker salaries include compensation for their time spent in training.

Training per election:
- Deputies 2-3 hours
- Inspectors 3-4 hours
- Equipment inspectors 4-5 hours
- Clerks & Asst. Clerks 4-5 hours
- Early Voting workers 2-4 hours
- A 1 hour class on sensitivity and conflict resolution is mandatory and included during each election cycle.

**Poll Worker Newsletters**
Over the years, we have built a good base of competent, dependable, dedicated poll workers who value their positions as a service to their community and St. Johns County. In an attempt to keep in touch with our workers during non-election season, a poll worker newsletter was developed. By emailing and posting the newsletters to our website, we maintain communication with our poll workers at minimal cost. Workers who do not have email or access to a computer are mailed the newsletter. This has become a great tool to keep our workers updated on the changes in the law, upcoming election dates, class schedules, and other pertinent information. Poll worker newsletters can be accessed by anyone who visits our web site at: [www.votesjc.com](http://www.votesjc.com).
St. Johns County Canvassing Board

The Canvassing Board is comprised of:
1. County Judge, who serves as Chairman
2. Supervisor of Elections
3. Chairman of the Board of County Commissioners

In the event any member of the Canvassing Board is unable to serve, is a candidate who has opposition in the election being canvassed, or is an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed, such member will be replaced as specified in Florida Statute.

According to Florida Statutes, the Canvassing Board is charged with the following:
- Meet in a building fully accessible to the public
- Attending a public test of the voting equipment
- Certify the voting equipment counts properly and is satisfactory for use during the election
- Review absentee ballots for statutory compliance and reject absentee ballots when they do not comply with the law
- Oversee election night activities and review precinct results
- Accept or reject provisional ballots
- Order a local recount in case of a close election as mandated by statute
- Certify the unofficial election results
- Certify the official election results
- File conduct of election report
- Certify that all votes cast in the election have been reconciled and accounted for
- Conduct post-election voting system audit

The Canvassing Board employs additional clerical help to assist with the work of the Board as necessary. Volunteers are also solicited to assist the Canvassing Board as needed. Our office expects to canvass 15,000 absentee ballots during the 2014 Primary Election.

Beginning 15 days prior to the Primary Election, the Canvassing Board may begin publicly processing absentee ballots. The law now also requires us to upload into the county’s election management system by 7 PM on the day before the election the results of all early voting and absentee ballots that have been canvassed and tabulated by the end of the early voting period. Such results may not be made public until the close of polls on Election Day.

Once the polls close at 7 PM on Election Day and all ballots have been accounted for at each precinct, the results are then brought by the Clerk and another election board member directly to the main office. Election results are released to the public as soon as they become available:
- Absentee ballots
- Early voting results
- Precinct results
Post-Election Voting Systems Audit

Audit requirements are to be conducted by the Canvassing Board and Supervisor of Elections staff members following each election in accordance with s. 101.591, F.S.

- Immediately following the certification of each election, the CB shall conduct a manual audit or an automated, independent audit of the voting system used in randomly selected precincts; even though the law has changed to allow for an automated, independent audit, St. Johns County will continue conduct a manual audit.

- Selection of precincts shall be made during a publicly noticed CB meeting.
  - Number of selected precincts shall be at least 1% but no more than 2% of the precincts chosen at random.
  - If 1% of the precincts is less than one entire precinct, the audit shall be conducted using at least one precinct chosen at random by the CB.

- Audit shall consist of a public manual tally of the votes cast in:
  - One randomly selected race that appears on the ballot.
  - In at least 1% but no more than 2% of the precincts chosen at random by the CB. If 1% of the precincts is less than one entire precinct, the audit shall be conducted using at least one precinct chosen at random.
  - Tally sheet shall include ballots for:
    - Election day
    - Absentee
    - Early voting
    - Provisional
    - Overseas

- Notice of the audit shall be posted on the SOEs website & four conspicuous places in the county to include date, time and place.

- The audit must be completed and the results made public no later than 11:59 p.m. on the 7th day following certification of the election.

- Within 15 days after completion of the audit, the CB shall provide a report with the results of the audit to Department of State in a format prescribed by DOS. The report shall contain, but is not limited to:
  - Overall accuracy of the audit.
  - A description of any problems or discrepancies encountered.
  - The likely cause of such problems or discrepancies.
  - Recommended corrective action with respect to avoiding or mitigating such circumstances in future elections.

Canvassing Boards are exempt from the provisions of a Post-Election Audit if a recount is required.
God Bless America

Wherever the conflict,
Whatever the pain.

Through hours of marching and trenches of rain.
These colors won't run, the memories won't fade.

Our flag stands for freedom, forever USA.