2015 – 2016
Budget Information

Register & Vote

Vicky Oakes
St. Johns County Supervisor of Elections
May 29, 2015

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

Dear Commissioners:

In accordance with section 129.03(2), Florida Statutes, I respectfully submit the proposed budget for the 2015-2016 fiscal year for the Supervisor of Elections Office.

I have provided justifications for all required expenditures for the efficient operation of the Elections Office. Expenses for conducting the 2016 Presidential Preference Primary and the Primary Election are also included.

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

Sincerely,

[Signature]

Vicky C. Oakes  
Supervisor of Elections  

VO/ew
<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>$114,911</td>
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<tr>
<td>0029-51200</td>
<td>Regular Salaries</td>
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<td>Overtime Employees</td>
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<td>FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%</td>
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<td>0029-52200</td>
<td>Retirement Contributions – Elected Official 43.24%; Senior Mgmt. 21.14%;</td>
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<td></td>
<td>Regular Class and Investment Plan 7.37%</td>
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<td>0029-52202</td>
<td>OPEB Contributions – 10 employees at $1,176 per year</td>
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<td>0029-52300</td>
<td>Life &amp; Health Insurance - 10 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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<td>0029-53120</td>
<td>Contractual Services – Consulting fees</td>
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<td>Travel &amp; Per Diem – Attendance at Division of Elections workshops, FSASE</td>
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<td>yearly conference, FCEP classes, Election Center classes, various User</td>
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<tr>
<td></td>
<td>group meetings and other election related programs; mileage Reimbursement</td>
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<td>for employees on county business</td>
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<tr>
<td>0029-54100</td>
<td>Communications – Telephone and computer lines; office cell phones</td>
<td>$12,636</td>
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<tr>
<td>0029-54400</td>
<td>Lease/Rental of Equipment – Postage meter lease, computer leases, Printer/</td>
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<tr>
<td></td>
<td>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</td>
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<td></td>
<td>office vehicles</td>
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<td>0029-54601</td>
<td>Equipment Maintenance – Maintenance on folder machine, mail Opener and</td>
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<td></td>
<td>Printer/scanner/fax/copier multifunction devices</td>
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<tr>
<td>0029-54602</td>
<td>Vehicle Maintenance – Maintenance on all office vehicles</td>
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<td>0029-54617</td>
<td>Software Fees – VR Systems license fees, VR interface to GIS system Fees, Support services, Microsoft license fees, backup software Maintenance fees, website hosting annual fees, misc. software</td>
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<td>Advertising – Legal advertising for removal of registered voters per Section</td>
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<td>98.201, Florida Statutes</td>
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<td>Office Supplies – All paper supplies (stationary, envelopes, copy and</td>
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<td>Printer paper, labels), Voter Information Cards, educational and Informational</td>
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<td></td>
<td>materials; postage for all list maintenance, daily voter Card mailings,</td>
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<td>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>0029-55405</td>
<td>Dues &amp; Memberships – FSASE (2% of SOE Salary) and Election Center</td>
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</table>
### Department 0029 - SOE Budget Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Actual Expenditures FY 2014</th>
<th>Adopted Budget Expenditures FY 2015</th>
<th>Estimated Expenditures FY 2015</th>
<th>Department Requested FY 2016</th>
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<td>Salaries, Fixed</td>
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<td>52500</td>
<td>Unemployment Comp.</td>
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<td>Travel &amp; Per Diem</td>
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<td>54617</td>
<td>Software Fees</td>
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<td>55405</td>
<td>Dues and Memberships</td>
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<td>Equipment</td>
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<td>Office Equipment</td>
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<td><strong>Total</strong></td>
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<td><strong>$1,113,059</strong></td>
<td><strong>$1,082,393</strong></td>
<td><strong>$1,079,087</strong></td>
<td><strong>$1,134,057</strong></td>
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#### Departmental Summary:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$876,883</td>
<td>$900,601</td>
<td>$897,295</td>
<td>$947,967</td>
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<td>Operating Expenses</td>
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<td>Capital Improvements</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><strong>$1,113,059</strong></td>
<td><strong>$1,082,393</strong></td>
<td><strong>$1,079,087</strong></td>
<td><strong>$1,134,057</strong></td>
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### Elections Budget and Justifications – Department 0030

<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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</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>$56,175</td>
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<tr>
<td>0030-51301</td>
<td>Poll Worker Salaries – Election Day and Early Voting poll workers For two elections</td>
<td>$180,000</td>
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<tr>
<td>0030-51400</td>
<td>Overtime Employees</td>
<td>$1,000</td>
</tr>
<tr>
<td>0030-52100</td>
<td>FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%</td>
<td>$11,260</td>
</tr>
<tr>
<td>0030-52400</td>
<td>Workmen’s Compensation – Percentage of salaries set by law</td>
<td>$205</td>
</tr>
<tr>
<td>0030-53120</td>
<td>Contractual Services – Phone Bank and IT Staff (staffing agency)</td>
<td>$13,175</td>
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<tr>
<td>0030-54000</td>
<td>Travel &amp; Per Diem – Mileage for Voting Technicians</td>
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<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>$5,200</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>
<td>$24,600</td>
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<tr>
<td>0030-54401</td>
<td>Lease/Rental of Building – Rental charges for polling places for Two elections</td>
<td>$3,300</td>
</tr>
<tr>
<td>0030-54500</td>
<td>Insurance – General liability on voting booths, DS200 tabulators, BOD printers, EViD’s, ADA Express Votes, and DS850 absentee ballot Reader</td>
<td>$47,830</td>
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<tr>
<td>0030-54601</td>
<td>Equipment Maintenance – Annual hardware maintenance on EViD’s, DS200’s, ADA Express Votes and DS850 absentee ballot reader</td>
<td>$42,150</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 Electionware fees, Ballot on Demand printer software fees</td>
<td>$66,842</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) for two elections</td>
<td>$25,000</td>
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<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 Two elections</td>
<td>$175,000</td>
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</table>
### Department 0030 - Elections Budget Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Actual Expenditures FY 2014</th>
<th>Adopted Budget Expenditures FY 2015</th>
<th>Estimated Expenditures FY 2015</th>
<th>Department Requested FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>51300</td>
<td>Other Salaries</td>
<td>$30,319</td>
<td>$69,738</td>
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<td>Poll Worker Salaries</td>
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<td>Overtime Employees</td>
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<td>Workmen's Compensation</td>
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<td>Contractual Services</td>
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</table>

**Total** | **$427,149** | **$1,365,388** | **$1,301,291** | **$654,737** |

**Minus Federal Grants:**

|                  | **$25,650** | **$49,421** | **$49,421** | **$0** |

**Total Budget without Grants:**

|                  | **$401,499** | **$1,315,967** | **$1,251,870** | **$654,737** |

**Departmental Summary:**

|                  | **$122,780** | **$366,218** | **$329,369** | **$248,640** |
| Operating Expenses | **$292,359** | **$590,653** | **$563,405** | **$406,097** |
| Capital Improvements | **$12,010** | **$408,517** | **$408,517** | **$0** |

**Total** | **$427,149** | **$1,365,388** | **$1,301,291** | **$654,737** |
| ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS OFFICE |
| 2015 SPECIAL PRIMARY & SPECIAL GENERAL ELECTION |
| BUDGETED & ACTUAL COSTS |

### ELECTION DAY COSTS:

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<thead>
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<th>Description</th>
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<th>April 7, 2015</th>
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<td>Full-Time Staff Overtime</td>
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<td>$5,000.00</td>
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**Election Day Costs:**

- **Budgeted:** $12,526.00
- **Actual:** $11,744.91
- **Total Spent:** $171,120.00
- **Over/Under:** $35,125.98

### EARLY VOTING COSTS:

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<tr>
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<th>April 7, 2015</th>
<th>April 7, 2015</th>
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<td>$2,250.42</td>
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</table>

**Early Voting Costs:**

- **Budgeted:** $33,290.00
- **Actual:** $34,606.92
- **Total Spent:** $44,070.69
- **Over/Under:** $24,418.20

### TOTAL COST OF ELECTION:

- **Budgeted:** $192,016.00
- **Actual:** $141,506.09
- **Total Spent:** $198,493.71
- **Over/Under:** $367,708.00
- **Returns:** $300,303.80

**Net Budgeted Funds for Special Elections Not Used and Being Returned to County:** $67,402.20
Budget Preparations

The Supervisor of Elections budget varies every 4 years due to the Presidential election cycle. Annual budgets normally contain the cost of conducting one election. This fiscal year with the Presidential Preference Primary Election, our budget contains the cost of conducting two elections.

In preparing our budget, we continually strive to make the very best use of the public funds. Staff continues to look for ways to operate more efficiently while continuing to provide the highest level of professional services our residents have come to expect from the Supervisor of Elections Office.

Changes in the law and technology have greatly impacted the elections world. Technology enables us to use fewer workers to accomplish numerous tasks and work more efficiently. By utilizing part time and contractual workers plus volunteers we are able to provide a productive, strong workforce.

The day to day operations of the Supervisor of Elections Office differ from the work load brought on by an election. We transition from a staff of 10 employees to a staff of approximately 350 employees who are required to conduct a successful election.

Supervisor of Elections Office Staffing

Full time staff includes the Supervisor of Elections and nine full time employees. This has decreased since 2008 when there were 13 full time employees.

Part time employees work on an on-call basis during peak times.

- **In-Office support** consists of 3-5 team members who assist with front office duties, absentee voting, and poll worker activities. Additionally, members assist with special projects which include school functions, voter registration drives and list maintenance. By using part time employees, overtime pay for regular employees has greatly been reduced.

- **Voting equipment technician** duties begin approximately 8 weeks prior to an election and conclude once the election is over. The team consists of 5-8 employees who manage the warehouse which includes the following tasks:
  - Organizing equipment for setup
  - Preparing and testing all voting equipment
  - Sealing and staging all equipment in preparation for delivery to early voting sites and polling places
  - Packing and sealing ballots, including set up of ballot on demand printers
  - Packing all election materials to be delivered

Contractual employees are acquired through staffing agencies for a specific purpose. The increased workload of an election requires additional technical support, as well as phone bank staff to help answer the increased volume of telephone calls coming into the call center.
Volunteers enable our office to provide and expand voter programs in our communities without added cost. The volunteer program began in 2012, and continues to be very successful. They are partnered with a full time staff member, and required to attend a training class prior to working. Some of the ways they assist:

- Conducting voter registration drives
- Canvassing Board activities
- Supervised Voting in nursing homes and assisted living facilities
- Conducting programs at schools

Poll workers are temporary employees of the Supervisor of Elections hired to work at voting locations during Early Voting and on Election Day. Between 250 and 300 workers will be hired and trained to work during the 2016 election cycle.

Outsourcing
The ability to outsource some of the extra work brought about by an election has also greatly improved the efficiency of the Office and allowed for better use of our resources. Depending upon the task it can be economically feasible to outsource the work. Items include:

- Design and maintenance of our website by our Voter Registration System Vendor
- Transportation of voting equipment to early voting sites and polling places by a moving company
- Printing and mailing of list maintenance forms to voters
- Printing and mailing absentee ballots by ballot printing vendor
- Printing and mailing of sample ballots
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

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

**Candidates and Petitions**
- Qualify candidates for county, municipal and special district offices
- Receive candidate campaign finance reports for all candidates and make them available to the public
- Receive annual financial disclosure forms from certain elected/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, 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
- Provide sample ballots to all voters prior to each election
- Send notice of election to overseas and military voters prior to each election cycle
- Provide election dates and voting information according to Election Laws
- Accept absentee ballot requests. Send, receive and verify absentee ballots
Voter Registration Services

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 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 following:
  - 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

Online Voter Registration - Coming Soon

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

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

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

The Florida Voter Registration System (FVRS) serves as the “official” voter registration list for the 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 registered voter in the state
- Provides each 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 Supervisor’s 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
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.

During 2015, we will compare the National Change of Address list from the US Post Office against all voter addresses in St. Johns County. This will allow us to contact voters on our rolls who have moved to other Florida counties and voters who have relocated outside of the state. It will also find voters who have moved within St. Johns County or who have changed a mailing address. This process allows us to interact with the voters and moved them to their proper location in preparation for the 2016 elections. Once the initial cleanup of our rolls has been completed, we will begin this process bi-monthly in an effort to have better interaction with the voters and work to maintain up to date voter records.

List maintenance notices contain a postage paid return postcard that the law required the Supervisor to pay for. The cost of return postage is $.42 cents each. To reduce costs and allow voters to effortlessly reply to the list maintenance notices mailed, voters can respond through our website.

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

- Duplicate registrations
- Deceased persons
- Registrants adjudicated mentally incapacitated
- Registrants who have been convicted of a felony and whose rights have not been restored
- Other ineligible criteria (age requirements, citizenship, fictitious name, non-legal residence)
## Voter Registration Statistics

**Date** 05/06/2015  
**Time** 09:11 AM  
**Supervisor of Elections**  
**St Johns County, FL**

### Precinct Summary without Precinct Splits

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<thead>
<tr>
<th>Precinct</th>
<th>Place Name</th>
<th>Active Voters</th>
<th>Inactive Voters</th>
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<td>Total Dems NPA Other</td>
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<td></td>
<td></td>
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<td>85,487 34,538 5,627</td>
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</tbody>
</table>
As St. Johns County continues to see rapid growth, it’s easily reflected in the number of new residents registering to vote and our numbers increasing. In the last 15 years, our voter registration numbers have doubled. With continued growth, we could easily see 180,000 registered voters participating in the fall elections of 2016 in St. Johns County. These charts show the growth over the last few years, and current statistics.
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. During the 2016 election cycle, our office will participate in numerous community events in an effort to increase voter participation.

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

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. Registered voters are mailed, or e-mailed, a sample ballot prior to every election. Positive feedback continues to be received from voters regarding their sample ballots.

Voters may also request their sample ballot be emailed. To date, 3,722 voters have requested that their sample ballots be e-mailed. Long term, this will be a great cost savings measure as we expect to see reduced overall printing and postage costs for sample ballots.

Community Events – Taking the Elections Office out into our Communities

Our office continues 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 are always seeking new events to reach citizens at every possible opportunity and in every area of our county.

In 2016, we will continue visiting various farmer’s markets in all corners of the county, community festivals, club expos, naturalization ceremonies and any other events for which we are invited.
Supervisor of Elections Office Web Site – 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 of the services offered by the Supervisor of Elections Office are also available on our website. Making services available on our website is a very cost effective way to provide information to the general public. It is also an extremely convenient way for voters to manage their voter record and get important voting information. Our website continues to be highly utilized by voters.

This year our website was moved to a new platform and also underwent a facelift. New features are continually being developed and added to our website in order to better assist the public and to provide useful information, especially with mobile applications. A chat feature will soon be available on our website that will allow voters to interact with Elections Office staff through the website without making a phone call to the office.

A few of the services available on our website include:

- Registration deadlines
- Request an absentee ballot
- Election dates
- Sample ballots
- Online Chat Feature
- Event Calendar – outreach events and important election related dates
- 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
- On-line poll worker training portal
- Election Results
- My Voter Page
- View my voter info
  - E-mail my sample ballot
  - Change my name or party affiliation
  - Respond to address confirmation notice
  - Change my address
  - Public records exemption
  - Cancel Florida voter registration
  - Military and overseas citizens
- Florida Voter Registration Application on-line used to
  - Register to vote
  - Make changes to voter records
  - Update signatures
  - Request a duplicate voter information card

Facebook and Twitter are now used to distribute election information. It is very important to be able to provide our voter registration and election resources available using social media. It is also very cost effective and a good way to help distribute information in lieu of paid advertising dollars.
**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, discuss the importance of voting, and encourage their participation in the voting process when they reach the appropriate age. We also provide the opportunity and encourage all students to register to vote. To date this year, we registered or updated the existing registration of 569 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.

**School Elections**

One of the many highlights of our job is to conduct school elections. We conduct student government elections for most county high schools. Our office prints ballots based on the candidates running in the school election and programs our voting equipment for the election. The students who run for office have the opportunity to campaign, print and distribute campaign literature and give speeches in order to persuade their fellow students to vote for them. It is very inspiring to see how enthusiastic the “candidates” and students get before each election.

On “election day”, we take voting equipment to the schools and set up a polling place. Students then have the opportunity to vote using official ballots and voting equipment just like an actual election.
This year we began conducting the Sunshine State Reader elections for elementary and middle school students at Patriot Oaks Academy. This program encourages students to read a number of books, and then vote for their favorite book. We look forward to expanding this program into more of our elementary and middle schools next year.

Here’s a photo and tweet from the staff at Patriot Oaks Academy in April

“Thank you SJC Supervisor of Elections, Vicky Oakes, who helped students "officially" vote for their favorite books!”

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

**Supervised Voting at Senior Citizen Facilities**

In 2014, we began a new program called Supervised Voting in county nursing homes and assisted living facilities, which was very successful. The program will be continued in the 2016 election cycle. Our office has developed processes and security procedures to enact this program. The program was initiated in order to prevent voter fraud and to protect the rights of senior voters.

**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.

We also partner with the Council on Aging to provide voter registration, elections and voting information to the senior citizens who visit and utilize the Council on Aging services. We regularly visit COA facilities around the county to communicate and update our citizens on the upcoming elections. Our visits to the centers include:

- River House
- Coastal Community Center
- The Players Community Senior Center
- Trout Creek Park Pavilion
- Hastings – The Lord’s Temple Community Center
2016 Election Schedule

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

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

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

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

Primary Election (F.S. 100.061) – August 30, 2016
A Primary Election is held on Tuesday, ten weeks prior to the General Election for the purpose of nomination of candidates for political parties. The candidate receiving the highest number of votes cast in each contest in the Primary Election shall be declared nominated for such office. If two or more candidates received an equal and highest number of votes for the same office, such candidates shall draw lots to determine which candidate is nominated.

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 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 thirteen (13) CDD elections are currently conducted by the Supervisor of Elections Office.

- Aberdeen Community Development District
- Brandy Creek Community Development District
- Durbin Crossing Community Development District
- Glen St. Johns 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
- Tolomato 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.
2016 Offices Scheduled for Election

**Federal**
- President / Vice-President
- US Senator & US Representative

**State**
- State Attorney & Public Defender
- State Representative – House Districts 17 & 24
- Circuit Judges, 7th Judicial Circuit

**County**
- Clerk of the Circuit Court and Comptroller
- Property Appraiser
- Sheriff
- Supervisor of Elections
- Tax Collector
- County Commissioners – District 1, 3 & 5
- School Board Members – Districts 2 & 5
- County Judge – Group 2
- 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
- Town of Hastings – 2 Seats

**Community Development Districts**
- Aberdeen Community Development District – Seats 2 & 4
- Brandy Creek Community Development District – Seats 2 & 4
- Durbin Creek 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
- Julington Creek Plantation Community Development District – Seats 2 & 5
- Marshall Creek Community Development District – Seats 4 & 5
- Sampson Creek Community Development District – Seats 2 & 4
- St. Johns Forest Community Development District – Seats 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.

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 (2014) rather than paying the qualifying fee.

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

<table>
<thead>
<tr>
<th>Signatures Required for 2016 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>33,768</td>
<td>28,716</td>
<td>31,416</td>
<td>36,375</td>
<td>30,286</td>
<td>160,561</td>
</tr>
<tr>
<td>Signatures Required</td>
<td>338</td>
<td>287</td>
<td>314</td>
<td>364</td>
<td>303</td>
<td>1,606</td>
</tr>
</tbody>
</table>

Most 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 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. This system is user friendly and we have received very positive feedback from candidates. 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.
Qualifying Fees

- Candidate qualifying fees are based on the annual salary of the office sought as of the July 1st immediately preceding qualifying. Those figures will be available later this year.
  - The qualifying fee for partisan candidates is 6% of the annual salary
  - The qualifying fee for a non-partisan candidate is 4% of the annual salary

- Qualifying fees must be drawn on a candidates’ campaign account, with the exception of Special Districts and Community Development District Board Members

- Special Districts and Community Development District Board Members are not required to pay their qualifying fees on a campaign account if they will not be making any further expenditures or accepting any contributions

- Qualifying fees for Special District and Community Development District Board Members are set forth in chapters 189 & 190, Florida Statutes

- The qualifying fees paid by candidates are distributed as per law to:
  - Elections Commission Trust Fund
  - Political parties (partisan offices)
  - County General Fund
  - Municipality

In order for a candidate to be qualified, the following items must be received by the filing officer by the end of the qualifying period:

- Payment of qualifying fees or Certification of obtaining ballot position by the petition method
- Candidate Oath and Statement of Party (if partisan office) as required by s. 99.021, F.S. which must contain the name of the candidate as it is to appear on the ballot, the office sought, including the district or group number, and the signature of the candidate, duly acknowledged.
- The completed form for the Appointment of Campaign Treasurer and Designation of Campaign Depository
- Financial Disclosure form (Form 1 or Form 6)

Candidate Workshop

Our office will conduct a Candidate Workshop in the spring of 2016. The Workshop covers all the aspects of running for office and managing the campaign account. By law, all funds spent on campaigns must be kept separate from personal bank accounts. A question and answer session is always included. Our workshops are very interactive and beneficial to all who attend.
Voting Trends

Due to the popularity of Early Voting and Absentee Voting, fewer people are going to the polls on Election Day than ever before. During the last presidential General Election, 66% of the votes cast in that election had been cast before Election Day even arrived! We are expecting that Early Voting and Absentee Voting will continue to be heavily utilized in the 2016 elections.

The following charts show voting trends in St. Johns County between 2012 and 2015:
Voting has never been easier than it is today!

Any registered voter can request an absentee 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
Early Voting

Current law requires early voting to be conducted prior to each election. Dates are set at the discretion of the Supervisor of Election for each county. Early voting will be conducted in St. Johns County as follows:

Presidential Preference Primary Election Early Voting dates
March 4 – March 12

Primary Election Early Voting dates:
August 20 – August 27

Hours: 9 AM – 6 PM daily at all locations

Early Voting Sites are as follows:
- 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 Town Hall – 6195 South Main Street – Hastings

The same six 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 ballots. Voters may go to ANY early voting site in St. Johns County to cast their ballot.

Tremendous voter turnout is expected during the 2016 election cycle. The current six Early Voting Sites will be used for the Presidential Preference Primary and the Primary Election. However, as the county continues to develop, population numbers are being reviewed to determine the areas of largest growth. Additional early voting sites may be established, or current ones changed, in order to better accommodate voters for the November 2016 General Election.
Vote By Mail (Absentee Voting)

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

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

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

All absentee ballots must be returned to the Supervisor of Elections Office by 7 PM on Election Day in order to be counted. If mailing the ballot, we encourage voters to allow 4-5 days for local delivery due to new regulations at the US Post Office.

For the convenience to our voters, our office implemented several additional ways for voters to return their ballots, as follows:

- Voted absentee ballots may be turned in at early voting sites during regular voting hours.

- 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 absentee ballot drop boxes are located inside all public libraries, Tax Collectors Office in Ponte Vedra & Julington Creek, plus St. Augustine Beach City Hall. This method of returning ballots continues to be extremely popular with the voters. We encourage the use of the drop boxes now that the US Post Office has new delivery regulation and it takes 4-5 days for local mail delivery.
**Voting Options for Military and Overseas Voters**

St. Johns County joined a coalition of 34 other Florida counties which emphasizes to those hardest to reach voters we take their right to vote as seriously as they take their mission to defend our freedoms. The coalition was recently awarded $1.8 million to enhance and expand the absentee voting process for military and overseas citizens as a part of the Electronic Absentee Systems for Elections (EASE) grant funded by the Federal Voting Assistance Program.

Using the system, military and overseas voters can request, mark and track their absentee ballots electronically. The system is designed to provide greater online access, automation of absentee request and expedite ballot delivery making the Uniformed and Overseas Citizens Absentee Voting Act voting process more seamless. Speeding up ballot delivery is expected to increase ballot request and return rates of military and overseas voters.

**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

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

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.

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

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

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

- Clerks
- Assistant Clerks
- Inspectors
- Equipment Inspectors
- Poll Deputies

During the 2014 Primary Election and General Election we hired and trained 245 and 278 poll workers, respectively, to work each election. We anticipate using between 250 and 300 poll workers during the 2016 election cycle.

Training Classes
Florida Statutes require all poll workers to attend mandatory training sessions for each election cycle. 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 one hour class on sensitivity and conflict resolution is mandatory and included during each election cycle.

Poll Worker Online Training
Elections Office staff has developed an online training tool to assist poll workers in learning the various tasks that are required when working the polls. This valuable educational tool is accessed through our website and the poll worker is assigned a unique user ID and password. The poll worker must still attend the required training classes but this is an additional tool to help them learn the many procedures used when working the polls. St. Johns County Poll Workers are very conscientious and many have already signed up to use this system. Further expansion of this system is planned during the 2016 election cycle. This is also a very cost effective way to provide additional training materials to our workers at no cost.
Precinct Map

All precincts and polling places are currently under review for 2016 – they will be finalized later this year and a new listing of all polling places will be published and made available upon completion. Voters will also be notified of changes and receive a new Voter Information Card with their new precinct information.
Voting Equipment

**DS200**

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

Voters mark their paper ballot by filling in the oval to the left of their choices and then insert their ballot into the DS200, where it is immediately tabulated. 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. 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 uses the latest in digital imaging technology state-of-the-art, precise ballot sensors scan both sides of a ballot, simultaneously all within 6 seconds. The image of a ballot can be stored on a removable media and reviewed, as needed, on a tabulation PC. The DS200 is designed with flexibility to support a wide range of ballot configurations and designs. Our newest generation of the DS200 now provides the ability to modem results to election central on election night using wireless cellular technology.

**ADA Voting Equipment**

Federal and state requirements that meet ADA guidelines for persons with disabilities require that voting systems allow the same opportunity for voters at each polling place. St. Johns County will be utilizing the ExpressVote electronic vote capture device which 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. The ExpressVote allows a voter to adjust the display contrast and text size in order to read the screen. Each key on the pad has both Braille and printed text labels designed to indicate function and a related shape to help the voter determine its use. Alternatively, voters may use headphones to hear a recorded list of the instructions and candidates for each contest and then make their selections by touching the screen, touching the keypad, touching a two-position switch, or through a sip/puff device.
**Absentee Ballot Tabulator**

The high speed absentee ballot reader completes the suite of tabulation equipment. We will be utilizing the ES&S DS850 high-speed, digital scan central ballot counter. The DS850 has an optimum throughput rate of up to 300 ballots per minute and uses cameras and imaging algorithms to image the front and back of a ballot in a single pass and then evaluate the results that allow for the near continuous scanning of ballots.

**Ballot on Demand Printers**

The use of ballot on demand printers is one of the most cost effective tools provided by the Supervisor of Elections Office. The system’s 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 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.

Features of the EViDs include:

- As voters sign in on electronic signature pads, voter check-ins are transmitted to Supervisors’ office
- 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.
- The EViD provides the correct location and print driving instructions for voters who check in at the wrong precinct.
- Eliminates the need for bulky paper registers at the polls on election day – quicker check-in
- Voting history posts automatically. Reconciliation of votes is quicker. At the end of the day and during post-election, 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.
- 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.
Use of Updated Technology

People are routinely engaged by technology, technology that is rapidly evolving. Today’s generation demands access to information on-demand in real-time and the internet is the primary source used to access that information. We now deliver more real-time data via the internet than ever before. Another component used is the E-Poll Books (Electronic Poll Book) during early voting and on Election Day. Not only are these devices used to check-in voters, they also update voter records in near real-time and allow us to report turnout statistics and, if needed, wait times all within minutes via our web site. Using the Voter Turnout Report on our website, turnout data is available in different formats.

Current wait times for each of our early voting sites are also available to be posted during busy elections. This information is set on a per location bases and allows the voter to see if there is any wait time and, if there is, approximately how long it is. This information is updated on our website every 5 minutes.
Use of updated technology will completely change the way election results are obtained from the precincts and released on election night.

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

**Early Voting Results**
At the close of early voting for each election, the ballot tabulators at each site are closed down. The media from each tabulator is removed, placed into a secure pouch and sealed with a numbered seal. The sealed, secure pouches are brought to Elections Central along with the ballots. Upon arrival, they are secured in our vault where they are kept until Election Day. At the direction of the Supervisor, they are unsealed and the results read into the Elections Management System which consolidates the results. Once the polls close at 7 PM all counted absentee ballot and early voting results are uploaded to our website and made public.

**Precinct Returns**
Using wireless technologies, election night results will be sent from each precinct to Election Central. This will result in much faster posting of Election Results to our website on Election Night.

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

**Public Manual Audit**
Following the certification of election results, a public manual audit of voting system is required by Florida Statutes 101.591. The manual audit consists of a manual tally of the votes cast in one randomly selected race that appears on the ballot. A randomly selected precinct is chosen and the audit must include absentee, precinct, early voted and provisional ballots. Results of the audit are filed with the Division of Elections.
I Pledge Allegiance
To The Flag Of The
United States Of AMERICA
And To The Republic
For Which It Stands,
One Nation Under God,
Indivisible, With Liberty
And Justice For All.