

1**AGENDA ITEM
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS***Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting***6/6/2023****BCC MEETING DATE****TO:** Hunter S. Conrad, County Administrator**DATE:** April 26, 2023**FROM:** Jesse Dunn, Director, OMB**PHONE:** 904 209-0568**SUBJECT OR TITLE:** Constitutional Officers' Fiscal Year 2024 Budget Presentations - St. Johns County Supervisor of Elections and St. Johns County Sheriff**AGENDA TYPE:** Business Item, Report**BACKGROUND INFORMATION:**

Presentation of the Constitutional Officer's tentative budget for Fiscal Year 2024. Under F.S. 129.03(2), on or before June 1 of each year, Constitutional Officers shall submit to the Board of County Commissioners (BCC) a tentative budget for their respective offices for the ensuing fiscal year. Since the Tax Collector is fee-based, it is not required for the Tax Collector's budget to be submitted to the BCC at this time. The Supervisor of Elections and the Sheriff will each make a brief oral presentation to the BCC relative of their tentative budget. The Property Appraiser and the Clerk of Courts have been scheduled to make their respective presentations to the BCC on June 20, 2023.

1. IS FUNDING REQUIRED? No**2. IF YES, INDICATE IF BUDGETED.** No**IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:****INDICATE FUNDING SOURCE:****SUGGESTED MOTION/RECOMMENDATION/ACTION:**

Presentation Only. No action required.

For Administration Use Only:**Legal:** DM 5/9/2023**OMB:** JDD 5/9/2023**Admin:** Brad Bradley 5/22/2023



ST. JOHNS COUNTY
SHERIFF'S OFFICE

ROBERT A. HARDWICK, SHERIFF

4015 LEWIS SPEEDWAY, ST. AUGUSTINE, FL 32084 | 904.824.8304 | www.SJSO.org

May 30th, 2023

Honorable Christian Whitehurst, Chair
St. Johns County Board of Commissioners
500 Sebastian View
St Augustine, FL 32084
Subject: 2023/2024 BUDGET SUBMISSION

Chairman Whitehurst,

I submit to you the budget for operation of the St Johns County Sheriff's Office for the fiscal year beginning 01 October 2023 and ending 30 September 2024.

Bailiff:

▪ Personnel Services:	\$2,473,044
▪ Operating Expenses:	\$86,930
▪ Capital Outlay:	\$15,800
▪ Debt Services:	\$0
▪ Total	\$2,575,774

Corrections:

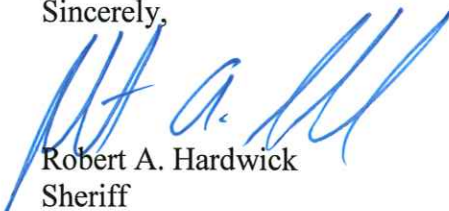
▪ Personnel Services:	\$23,675,930
▪ Operating Expenses:	\$5,503,691
▪ Capital Outlay:	\$231,000
▪ Debt Services:	\$0
▪ Total	\$29,410,621

Law Enforcement:

▪ Personnel Services:	\$65,371,826
▪ Operating Expenses:	\$16,177,347
▪ Capital Outlay:	\$1,264,218
▪ Debt Services:	\$3,303,348
▪ Total	\$86,116,739

Total BCC Request	\$118,103,134
E-911 Request	\$1,462,994

Sincerely,


Robert A. Hardwick
Sheriff

Cc: Commissioner Sarah Arnold, Commissioner Roy Alaimo, Commissioner Krista Joseph, Commissioner Henry Dean, County Administrator, Mr. Hunter Conrad, Omb Director, Mr. Jesse Dunn.



St Johns County Sheriff's Office

2023 Proposed Budget

2023/2024 COMPARISON								
	LE SERVICES PROPOSED 2023/2024	CORR PROPOSED 2023/2024	BAILIFF PROPOSED 2023/2024	TOTAL PROPOSED 2023/2024	FY 2022/2023 CURRENT BUDGET	\$\$\$\$ INCREASE DECREASE	%/%%/% INCREASE DECREASE	E-911 PROPOSED 2023/2024
5110 - EXECUTIVE SALARIES	206,323	0	0	206,323	186,000	20,323	10.93%	0
5120 - REGULAR SALARIES	40,907,242	13,693,220	1,468,000	56,068,462	51,700,502	4,367,959	8.45%	413,000
5130 - OTHER SALARIES	2,569,750	48,825	43,200	2,661,775	2,389,492	272,283	11.40%	0
5140 - OVERTIME WAGES	1,920,937	1,103,000	5,000	3,028,937	2,607,200	421,737	16.18%	15,000
5145 - OVERTIME ST WAGES	0	0	0	0	0	0	0.00%	0
5150 - INCENTIVE WAGES	726,660	164,640	26,760	918,060	910,980	7,080	0.78%	8,400
5160 - PRO-PAY	3,000	0	0	3,000	0	3,000	0.00%	0
5170 - LONGEVITY	128,516	44,506	11,001	184,024	188,026	(4,002)	-2.13%	0
5180 - FTO PAY	125,000	55,000	0	180,000	0	180,000	0.00%	0
5210 - FICA TAXES	2,829,169	918,974	94,702	3,842,845	3,316,922	525,922	15.86%	26,478
5215 - MEDICARE	661,656	214,922	22,148	898,726	797,482	101,244	12.70%	6,192
5220 - RETIREMENT	12,575,960	4,073,343	456,698	17,106,002	12,724,536	4,381,466	34.43%	60,092
5222 - OPEB CONTRIBUTION	0	0	0	0	0	0	0.00%	0
5230 - LIFE/HEALTH INS	7,485,348	2,737,823	267,338	10,490,509	9,098,310	1,392,199	15.30%	93,549
5240 - WORKER'S COMP	1,811,459	583,979	74,311	2,469,749	1,782,998	686,751	38.52%	829
5250 - UNEMPLOYMENT COMP	115,927	37,698	3,885	157,510	139,072	18,439	13.26%	1,091
	72,066,948	23,675,930	2,473,044	98,215,921	85,841,520	12,374,401	14.42%	624,632
5300 - SPECIAL EVENTS	40,220	2,000	0	42,220	16,500	25,720	155.88%	0
5312 - LEGAL FEES	200	500	0	700	200	500	250.00%	0
5313 - CONTRACT SERVICES	1,511,273	3,564,460	0	5,075,733	4,466,786	608,947	13.63%	0
5314 - POLYGRAPH/TESTING	80,700	0	0	80,700	104,875	(24,175)	-23.05%	0
5316 - CREDIT CARD EXPENSES	0	0	0	0	0	0	0.00%	0
5317 - PERSONNEL PHYSICAL EXAMS	189,164	0	0	189,164	46,744	142,420	304.68%	0
5318 - OTHER PROFESSIONAL RETAINERS	154,660	264	0	154,924	115,194	39,730	34.49%	0
5319 - ARTIST SKETCH	0	0	0	0	0	0	0.00%	0
5321 - BUDGET/ACCOUNTING	16,476	0	0	16,476	16,476	0	0.00%	0
5325 - GRANT MATCHING FUND	68,000	0	0	68,000	0	68,000	0.00%	0
5341 - PEST CONTROL	0	0	0	0	3,300	(3,300)	-100.00%	0
5342 - JANITORIAL SERVICE	209,500	0	0	209,500	179,500	30,000	16.71%	0
5343 - TRASH/GARBAGE SERVICE	1,200	0	0	1,200	1,200	0	0.00%	0
5351 - SHERIFF'S INVEST FUND	42,000	0	0	42,000	42,000	0	0.00%	0
5403 - OUT OF STATE TRAVEL	290,239	0	5,435	295,674	136,632	159,042	116.40%	9,725
5404 - OTHER TRAVEL	464,551	78,387	0	542,938	288,088	254,850	88.46%	9,541
5410 - INTERNET	167,708	480	1,200	169,388	157,448	11,940	7.58%	87,048
5411 - TELEPHONE	453,089	33,264	4,800	491,153	473,153	18,000	3.80%	24,660
5412 - TELEPHONE EQUIPMENT	5,000	500	0	5,500	5,500	0	0.00%	2,400
5421 - FREIGHT POSTAGE	13,328	1,760	0	15,088	15,028	60	0.40%	1,998
5431 - ELECTRICITY	23,700	0	0	23,700	0	23,700	0.00%	0
5432 - WATER	15,180	0	0	15,180	7,680	7,500	97.66%	0
5433 - LP GAS	0	0	0	0	0	0	0.00%	0
5434 - DIESEL FUEL	0	0	0	0	0	0	0.00%	0
5441 - LEASED VEHICLES	69,900	0	0	69,900	52,020	17,880	34.37%	0
5442 - RADIO EQUIPMENT	600	0	0	600	3,825	(3,225)	-84.31%	0
5443 - LEASED EQUIPMENT	464,780	2,880	0	467,660	17,660	450,000	2548.13%	0
5445 - STORAGE RENT/LEASE	0	0	0	0	0	0	0.00%	0
5446 - FACILITY RENT	300,000	0	0	300,000	218,640	81,360	37.21%	0
5451 - AUTO FLEET INSURANCE	770,500	0	0	770,500	670,000	100,500	15.00%	0
5452 - MISC INSURANCE	174,850	0	0	174,850	165,350	9,500	5.75%	0
5453 - BOAT INSURANCE	0	0	0	0	0	0	0.00%	0
5454 - BONDS	0	0	0	0	350	(350)	-100.00%	0
5455 - SHERIFF'S ASSOC LIABILITY	821,397	0	0	821,397	798,397	23,000	2.88%	0
5456 - PUBLIC OFF LIABILITY INS	0	0	0	0	0	0	0.00%	0

St Johns County Sheriff's Office

2023 Proposed Budget

2023/2024 COMPARISON								
	LE SERVICES PROPOSED 2023/2024	CORR PROPOSED 2023/2024	BAILIFF PROPOSED 2023/2024	TOTAL PROPOSED 2023/2024	FY 2022/2023 CURRENT BUDGET	\$\$\$\$ INCREASE DECREASE	%/%/% INCREASE DECREASE	E-911 PROPOSED 2023/2024
5457 - BCC FIRE/THEFT	0	0	0	0	0	0	0.00%	0
5458 - REQUIRED LIFE INSURANCE	24,294	0	0	24,294	23,566	708	3.00%	0
5460 - CONTRACT MAINTENANCE	1,129,944	95,845	2,500	1,228,290	896,977	331,313	36.94%	634,930
5461 - AUTO REPAIR/MAINTENANCE	1,063,280	25,388	23,200	1,111,868	673,188	438,680	65.16%	500
5462 - AUTO TIRES	200,400	0	0	200,400	163,900	36,500	22.27%	1,200
5463 - AUTO WINDOW TINT	5,025	400	0	5,425	4,750	675	14.21%	0
5464 - MOTORCYCLE REPAIR/MAINTENANCE	73,160	0	0	73,160	26,960	46,200	171.36%	0
5465 - BOAT REPAIR/MAINTENANCE	88,900	0	0	88,900	128,200	(39,300)	-30.66%	0
5466 - RADIO REPAIR/MAINTENANCE	26,470	0	0	26,470	49,300	(22,830)	-46.31%	0
5467 - BUILDING MAINTENANCE	270,625	0	0	270,625	516,900	(246,275)	-47.64%	0
5468 - OTHER MAINTENANCE	115,145	1,000	0	116,145	139,495	(23,350)	-16.74%	2,000
5469 - TOWING	16,500	500	0	17,000	12,000	5,000	41.67%	1,000
5471 - STATIONERY/ENVELOPES	0	0	0	0	0	0	0.00%	0
5474 - PRINTING SERVICES	18,485	0	0	18,485	10,700	7,785	72.76%	0
5489 - COLLEGE TUITION	42,000	7,700	2,800	52,500	53,900	(1,400)	-2.60%	0
5490 - CONTINGENCY	0	0	0	0	0	0	0.00%	0
5491 - AUTO TAG/TITLES	15,433	0	0	15,433	15,009	424	2.82%	0
5492 - ADVERTISING	71,050	0	0	71,050	52,150	18,900	36.24%	2,000
5493 - MISCELLANEOUS	327,631	33,379	0	361,010	323,547	37,463	11.58%	1,400
5494 - FILM DEVELOPMENT	0	0	0	0	0	0	0.00%	0
5496 - MOTORCYCLE ACCESSORIES	7,500	0	0	7,500	7,500	0	0.00%	0
5497 - LEGAL NOTICES/OTHER SERV	0	0	0	0	0	0	0.00%	0
5498 - TUITION/REGISTRATIONS	559,201	66,620	2,200	628,021	508,619	119,402	23.48%	5,800
5499 - K-9 MAINTENANCE	30,600	3,706	0	34,306	29,800	4,506	15.12%	0
5500 - HELICOPTER MAINTENANCE	273,300	0	0	273,300	324,575	(51,275)	-15.80%	0
5512 - CHARTS/MAPS	0	0	0	0	0	0	0.00%	0
5513 - PAPER SUPPLIES	0	0	0	0	0	0	0.00%	0
5516 - OFFICE SUPPLIES	146,294	33,855	1,200	181,349	175,747	5,602	3.19%	2,500
5521 - AUTOMOTORCYCLE FUEL	2,130,000	95,650	30,000	2,255,650	2,519,005	(263,355)	-10.45%	0
5522 - AVIATION FUEL	225,750	0	0	225,750	150,000	75,750	50.50%	0
5523 - BOAT FUEL	57,600	0	0	57,600	40,800	16,800	41.18%	0
5524 - AMMUNITION	500,624	31,045	0	531,669	595,424	(63,755)	-10.71%	0
5525 - UNIFORMS	383,401	55,055	3,800	442,256	416,813	25,443	6.10%	0
5526 - FINGERPRINT/PHOTO SUPPLIES	0	0	3,300	3,300	3,780	(480)	-12.70%	0
5527 - JANITORIAL SUPPLIES	68,350	79,880	0	148,230	137,856	10,374	7.53%	0
5528 - INVESTIGATIVE SUPPLIES	30,000	0	0	30,000	30,000	0	0.00%	0
5530 - FIRE EXTINGUISHER REPLEN	9,350	0	0	9,350	9,100	250	2.75%	0
5531 - FIRST AID SUPPLIES	20,845	1,275	1,425	23,545	27,045	(3,500)	-12.94%	0
5532 - PERSONAL PROTECTIVE EQUIPMENT	8,250	8,860	500	17,610	15,135	2,475	16.35%	0
5533 - LESS LETHAL MUNITIONS	13,090	2,010	0	15,100	12,760	2,340	18.34%	0
5537 - MAINTENANCE SUPPLIES	0	0	0	0	0	0	0.00%	0
5538 - EQUIPMENT < \$1000	531,389	89,055	1,050	621,494	707,191	(85,697)	-12.12%	20,100
5539 - AWARDS/MEDALS	30,000	0	0	30,000	16,000	14,000	87.50%	0
5541 - STATUTE BOOKS	1,600	0	0	1,600	16,000	(14,400)	-90.00%	0
5542 - TRAINING/EDUCATION BOOKS	225	0	0	225	200	25	12.50%	1,000
5544 - SUBSCRIPTIONS	48,793	420	0	49,213	56,766	(7,553)	-13.31%	0
5545 - MEMBERSHIPS	62,915	1,930	0	64,845	49,998	14,847	29.69%	300
5546 - SOFTWARE	971,456	27,340	0	998,796	901,871	96,925	10.75%	17,000
5547 - IT SUPPLIES/EQUIPMENT	193,116	18,133	3,520	214,769	147,065	67,704	46.04%	1,660
5548 - FLEET SUPPLIES/EQUIPMENT	96,815	0	0	96,815	64,055	32,760	51.14%	600
5550 - INMATE TRANSPORTATION	0	110,004	0	110,004	100,008	9,996	10.00%	0
5551 - INMATE FOOD	0	866,307	0	866,307	777,060	89,247	11.49%	0
5552 - INMATE CLOTHING	0	65,000	0	65,000	65,000	0	0.00%	0

St Johns County Sheriff's Office

2023 Proposed Budget

2023/2024 COMPARISON								
	LE SERVICES PROPOSED 2023/2024	CORR PROPOSED 2023/2024	BAILIFF PROPOSED 2023/2024	TOTAL PROPOSED 2023/2024	FY 2022/2023 CURRENT BUDGET	\$\$\$\$ INCREASE DECREASE	%% INCREASE DECREASE	E-911 PROPOSED 2023/2024
5553 - INMATE INSTITUTIONAL SUPPLIES	0	60,000	0	60,000	60,000	0	0.00%	0
5554 - INMATE HYGIENE SUPPLIES	0	48,000	0	48,000	48,000	0	0.00%	0
5555 - INMATE HOSPITAL SECURITY	0	40,008	0	40,008	40,008	0	0.00%	0
5556 - INMATE PPE	0	22,000	0	22,000	22,000	0	0.00%	0
5557 - INMATE JAIL SECURITY	0	0	0	0	0	0	0.00%	0
5561 - WEAPONS < \$1000	3,000	3,831	0	6,831	9,780	(2,949)	-30.16%	0
	16,240,020	5,578,691	86,930	21,905,641	19,178,069	2,727,572	14.22%	827,362
5610 - GRANT MATCHING CAPITAL EQUIP	0	0	0	0	0	0	0.00%	0
5630 - IMPR OTHER THAN BUILDINGS	0	0	0	0	0	0	0.00%	0
5632 - BUILDING IMPROVEMENTS	0	0	0	0	0	0	0.00%	0
5641 - AUTO/MC > \$1000	42,000	0	0	42,000	0	42,000	0.00%	0
5642 - VEHICLE EQUIPMENT > \$1000	7,500	0	0	7,500	0	7,500	0.00%	0
5643 - RADIO EQUIPMENT > \$1000	138,000	0	0	138,000	302,880	(164,880)	-54.44%	0
5644 - OFFICE EQUIPMENT > \$1000	0	8,750	0	8,750	15,000	(6,250)	-41.67%	0
5645 - EQUIPMENT > \$1000	539,028	171,600	0	710,628	709,588	1,040	0.15%	0
5646 - WEAPONS > \$1000	0	1,800	0	1,800	19,200	(17,400)	-90.63%	0
5650 - SOFTWARE > \$1000	0	0	0	0	0	0	0.00%	0
5670 - COMPUTER EQUIPMENT > \$1000	537,690	48,850	15,800	602,340	868,060	(265,720)	-30.61%	11,000
5686 - LEASED OFFICE EQUIPMENT	0	0	0	0	0	0	0.00%	0
5687 - LEASED COMP EQUIPMENT > \$1000	0	0	0	0	0	0	0.00%	0
5688 - LEASED VEH EQUIPMENT > \$1000	0	0	0	0	0	0	0.00%	0
5689 - LEASED VEHICLES	0	0	0	0	0	0	0.00%	0
	1,264,218	231,000	15,800	1,511,018	1,914,728	(403,710)	-21.08%	11,000
5710 - LOAN EQUIP/PRINCIPAL	3,216,151	0	0	3,216,151	3,776,342	(560,191)	-14.83%	0
5720 - LOAN EQUIP/INTEREST	87,197	0	0	87,197	141,880	(54,683)	-38.54%	0
	3,303,348	0	0	3,303,348	3,918,222	(614,874)	-15.69%	0
TOTALS	\$92,874,533	\$29,485,621	\$2,575,774	\$124,935,928	\$110,852,539	14,083,389	12.70%	\$1,462,994
Revenues:								
School Board	\$5,158,976			\$5,158,976	\$4,473,199			
St Augustine Police Department PST	\$761,536			\$761,536	\$696,821			
Operation Light Shine	\$175,000			\$175,000	\$0			
VOCA	\$134,110			\$134,110	\$70,000			
HIDTA Administration Fees	\$112,000			\$112,000	\$104,835			
Crime Prevention	\$50,000			\$50,000	\$50,000			
Tax Collector	\$100,000			\$100,000	\$100,000			
Dee Dot	\$118,500			\$118,500	\$80,000			
Fish and Wildlife Hangar Rent	\$12,673			\$12,673	\$0			
Alarm	\$135,000			\$135,000	\$80,000			
Inmate Processing Fees	\$75,000			\$75,000	\$50,000			
TOTALS	\$86,116,739	\$29,410,621	\$2,575,774	\$118,103,134	\$105,147,684	12,955,450	12.32%	\$1,462,994
Personal Services								
Operating	\$65,371,826	\$23,675,930	\$2,473,044	\$91,520,800	\$80,236,665.26			\$624,632
Capital	\$16,177,347	\$5,503,691	\$86,930	\$21,767,968	\$19,078,068.62			\$827,362
Debt Services	\$1,264,218	\$231,000	\$15,800	\$1,511,018	\$1,914,728			\$11,000
Total	\$3,303,348	\$0	\$0	\$3,303,348	\$3,918,221.80			\$0
	\$86,116,739	\$29,410,621	\$2,575,774	\$118,103,134	\$105,147,684			\$1,462,994

St. Johns County Supervisor of Elections

2023 - 2024

Budget Information



Public Service | Integrity | Transparency



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May 25, 2023

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 2023-2024 fiscal year for the Office of the Supervisor of Elections.

Justifications for the required expenditures for the operation of the Elections Office and for the March 17, 2024 Presidential Preference Primary Election and August 20, 2024 Primary Election are also included.

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

Sincerely,

Vicky C. Oakes
Supervisor of Elections

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SOE Office Budget and Justifications – Department 0121

0121-51100	Salaries, Fixed – Set by State Law	\$169,121
0121-51200	Regular Salaries	\$1,008,078
0121-51400	Overtime Employees	\$25,000
0121-51100	FICA/Medicare Taxes	\$91,969
0121-52200	Retirement Contributions	\$276,625
0121-52300	Life & Health Insurance	\$225,116
0121-52400	Workmen's Compensation	\$1,082
0121-53120	Contractual Services – Cybersecurity system monitoring; Managed service provider, GeoElections support, Communications Consultant fees, Website hosting fees	\$186,268
0121-54000	Travel & Per Diem – Attendance at Division of Elections workshops, FSE yearly conference, Election Center classes, Canvassing Board workshop, various user group meetings and other election related programs; mileage reimbursement for employees on county business	\$10,000
0121-54100	Communications – Telephone and internet primary and backup services; office cell phones	\$29,115
0121-54400	Lease/Rental of Equipment – Postage meter lease, computer leases, printer/scanner/fax/copier multifunction device leases, folder lease	\$18,845
0121-54500	Insurance – General liability on office and all equipment; coverage on all office vehicles	\$11,330
0121-54601	Equipment Maintenance – Maintenance on folder and tabber machines, mail openers, and printer/scanner/fax/copier multifunction devices; phone system maintenance	\$12,150
0121-54602	Vehicle Maintenance – Maintenance on all office vehicles	\$2,500
0121-54617	Software Fees – VR Systems license fees, VR interface to GIS system fees, VR Web Focus, Microsoft license fees, GeoElections, GIS Mapping, firewalls and anti-threat, backup software maintenance fees, all support services and license fees	\$143,345
0121-54900	Advertising – Legal advertising as required by Florida Statutes	\$1,500
0121-55100	Office Supplies – All paper and office supplies, voter information cards, educational and informational materials; postage for all list maintenance, weekly voter card mailings, certified mail	\$275,000
0121-55201	Gas, Oil & Lubricant – For office vehicles	\$3,500
0121-55405	Dues & Memberships – FSE (2% of SOE Salary), Election Center, FLGISA	\$3,956

Department 0121 - SOE Budget Expenditure

Item	Description	Actual Expenditures FY 2022	Adopted Budget FY 2023	Estimated Expenditures FY 2023	Department Requested FY 2024
51100	Salaries, Fixed	\$148,994	\$156,344	\$156,344	\$169,121
51200	Regular Salaries	\$705,349	\$914,772	\$914,772	\$1,008,078
51400	Overtime Employees	\$26,307	\$21,700	\$21,700	\$25,000
52100	FICA/Medicare	\$66,093	\$83,471	\$83,471	\$91,969
52200	Retirement Contributions	\$190,277	\$225,724	\$225,724	\$276,625
52202	OPEB Contributions	\$0	\$0	\$0	\$0
52300	Life & Health Insurance	\$128,661	\$172,576	\$172,576	\$225,116
52400	Workmen's Compensation	\$917	\$1,135	\$1,135	\$1,082
53120	Contractual Services	\$102,744	\$174,508	\$174,508	\$186,268
54000	Travel & Per Diem	\$7,185	\$10,000	\$10,000	\$10,000
54100	Communications	\$26,697	\$25,168	\$25,168	\$29,115
54400	Lease/Rental of Equipment	\$18,163	\$20,460	\$20,460	\$18,845
54500	Insurance	\$9,601	\$10,300	\$10,300	\$11,330
54601	Equipment Maintenance	\$10,018	\$11,315	\$11,315	\$12,150
54602	Vehicle Maintenance	\$1,061	\$2,500	\$2,500	\$2,500
54617	Software Fees	\$109,362	\$145,212	\$145,212	\$143,345
54801	Special Events	\$50	\$880	\$880	\$0
54900	Advertising	\$1,595	\$1,500	\$1,500	\$1,500
55100	Office Supplies	\$295,201	\$234,671	\$234,671	\$275,000
55200	Operating Supplies	\$0	\$118	\$118	\$0
55201	Gas, Oil and Lubricants	\$1,142	\$2,000	\$2,000	\$3,500
55304	Federal Grant Expenditure	\$52,966	\$0	\$0	\$0
55405	Dues and Memberships	\$3,140	\$3,800	\$3,800	\$3,956
56400	Equipment	\$24,302	\$0	\$0	\$0
56401	Office Equipment	\$0	\$0	\$0	\$0
56403	Computer Equipment	\$1,175	\$5,037	\$5,037	\$0
56415	Capital Vehicles	\$51,182	\$35,174	\$35,174	\$0
	Total	<u>\$1,982,182</u>	<u>\$2,258,365</u>	<u>\$2,258,365</u>	<u>\$2,494,500</u>
	Minus Federal Grants:	<u>\$52,966</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Total Budget Without Grants:	<u>\$1,929,216</u>	<u>\$2,258,365</u>	<u>\$2,258,365</u>	<u>\$2,494,500</u>
Departmental Summary:					
	Personnel Services	\$1,266,598	\$1,575,722	\$1,575,722	\$1,796,991
	Operating Expenses	\$638,925	\$642,432	\$642,432	\$697,509
	Capital Improvements	\$76,659	\$40,211	\$40,211	\$0
	Total	<u>\$1,982,182</u>	<u>\$2,258,365</u>	<u>\$2,258,365</u>	<u>\$2,494,500</u>

Elections Budget and Justifications – Department 0122

0122-51300	Other Salaries – Part-time Elections Staff including Voting Techs, Front Office Staff, Poll Worker Assistant, Vote-By-Mail Staff, Supervised Voting Staff and Poll Worker Class Trainers	\$200,000
0122-51301	Poll Worker Salaries – Election Day and Early Voting poll workers for the 03/19/24 Presidential Preference Primary and 08/20/24 Primary Election	\$402,500
0122-51400	Overtime Employees	\$12,000
0122-52100	FICA/Medicare Taxes	\$47,010
0122-52400	Workmen’s Compensation – Percentage of salaries set by law	\$555
0122-53120	Contractual Services – Phone Bank (staffing agency); ES&S staff support and training fees; Enhanced Ballot vote-by-mail ballot accessible system; Poll Worker module; Clear Ballot support and training; Canvassing Board legal fees and security/law enforcement officers	\$132,335
0122-54000	Travel & Per Diem – Mileage for Voting Technicians	\$6,000
0122-54100	Communications – Cell phones for poll workers at polls	\$1,370
0122-54113	Transportation Charges – Delivery of voting equipment and election supplies to all polling locations and early voting sites for two elections	\$46,000
0122-54401	Lease/Rental of Building – Rental charges for polling places and early voting sites for two elections	\$4,000
0122-54500	Insurance – General liability on voting booths, DS200 tabulators, Ballot on Demand Printers, EViDs, ADA ExpressVotes, and DS850 vote-by-mail ballot readers	\$26,050
0122-54601	Equipment Maintenance – Annual hardware maintenance on EViDs, DS200s, ADA ExpressVotes and DS850 vote-by-mail ballot readers	\$66,790
0122-54617	Software Fees –EViD system license fee, EViD station software fees; Election Systems and Software Electionware fees, Ballot on Demand Printer software fees; DS200, DS850 and ExpressVote fees; annual software fee for Spanish translation on ExpressVotes; Clear Ballot software fees	\$124,500
0122-54900	Advertising – Legal and informational advertising required by Florida Statutes (notice of election, book closing ads, polling locations, public notice of voting assistance), voting information (vote-by-mail and early voting dates, times, and locations) and sample ballots for two elections in both English and Spanish languages; county-wide Citizen’s Guide mailing	\$55,000
0122-55213	Election Supplies – Ballots (test, provisional, sample, vote-by-mail, early voting, overseas, state write-in, precinct), precinct supplies, postage for vote-by-mail and sample ballots, and all supplies necessary to conduct two elections; all material in English and Spanish languages	\$410,000
0122-56400	Clear Ballot auditing system	\$40,445

Department 0122 - Elections Budget Expenditure

Item	Description	Actual Expenditures FY 2022	Adopted Budget FY 2023	Estimated Expenditures FY 2023	Department Requested FY 2024
51200	Regular Salaries	\$1,438	\$0	\$0	\$0
51300	Other Salaries	\$77,500	\$74,430	\$74,430	\$200,000
51301	Poll Worker Salaries	\$162,145	\$293,340	\$293,340	\$402,500
51400	Overtime Employees	\$2,476	\$8,300	\$8,300	\$12,000
52100	FICA/Medicare	\$6,228	\$27,508	\$27,508	\$47,010
52400	Workmen's Compensation	\$254	\$374	\$374	\$555
53120	Contractual Services	\$55,147	\$60,488	\$60,488	\$132,335
54000	Travel & Per Diem	\$1,704	\$4,000	\$4,000	\$6,000
54100	Communications	\$7,684	\$1,440	\$1,440	\$1,370
54113	Transportation Charges	\$20,500	\$29,500	\$29,500	\$46,000
54400	Lease/Rental of Equipment	\$0	\$0	\$0	\$0
54401	Lease/Rental of Building	\$2,600	\$7,600	\$7,600	\$4,000
54500	Insurance	\$20,850	\$23,683	\$23,683	\$26,050
54601	Equipment Maintenance	\$34,890	\$52,785	\$52,785	\$66,790
54617	Software Fees	\$90,473	\$84,324	\$84,324	\$124,500
54900	Advertising	\$39,309	\$35,000	\$35,000	\$55,000
55213	Election Supplies	\$288,971	\$299,300	\$299,300	\$410,000
55304	Federal Grant Expenditure	\$0	\$0	\$111,513	\$0
55402	Education	\$0	\$0	\$0	\$0
56400	Equipment	\$192,295	\$0	\$0	\$40,445
	Total	\$1,004,464	\$1,002,072	\$1,113,585	\$1,574,555
	Minus Federal Grants:	\$0	\$0	\$111,513	\$0
	Total Budget without Grants:	\$1,004,464	\$1,002,072	\$1,002,072	\$1,574,555
Departmental Summary:					
	Personnel Services	\$250,041	\$403,952	\$403,952	\$662,065
	Operating Expenses	\$562,128	\$598,120	\$709,633	\$872,045
	Capital Improvements	\$192,295	\$0	\$0	\$40,445
	Total	\$1,004,464	\$1,002,072	\$1,113,585	\$1,574,555

Supervisor of Elections Overview

The Supervisor of Elections budget varies annually depending upon the number and type of elections contained in each budget cycle and projected voter turnout. The 2024 election cycle comes with some challenges, especially in regard to the Supervisor of Elections budget. Significant factors that greatly impact this year's budget are:

- **Two elections in the budget, which only occurs every four years:**
 - March 19, 2024 – Presidential Preference Primary Election
 - Anticipated voter turnout 60%
 - Republican and Democratic parties voting
 - Voters with No Party Affiliation/Other are not eligible to vote
 - Eight days of Early Voting at six locations, from 9 AM to 6 PM daily
 - 43 polling places open on Election Day, 7 AM to 7 PM
 - August 20, 2024 – Primary Election
 - Anticipated voter turnout 30%
 - All voters eligible to vote
 - Eight days of Early Voting at six locations, from 9 AM to 6 PM daily
 - 43 polling places open on Election Day, 7 AM to 7 PM
- **Growth in St. Johns County**
 - Incredible growth drives increased voter registration numbers. There are currently over 225,000 registered voters in St. Johns County, with the population increasing daily.
 - The Supervisor of Elections must plan for future growth, which includes increasing the number of Election Day polling places by two. It is important to accommodate the voters of St. Johns County and make voting accessible.
- **Legislative Changes**
 - The 2023 Legislative Session concluded on May 5, 2023. CS/SB7050, a 96-page elections bill, brings many changes to Election Law and potentially increases the cost of our elections.
- **Price Increases**
 - On January 22, 2023, price changes for the United States Postal Office took effect, raising rates. Rates will continue to increase every January and July, beginning in 2023. This will greatly affect the cost of all required mailings for the 2024 elections and general correspondence, such as vote-by-mail ballots, sample ballots, and voter information cards.
 - Paper products have increased in price due to supply chain issues. This affects the costs of the very core of the voting process, including sample ballots, vote-by-mail ballot kits (also outgoing envelopes and return voter certificate envelopes), early voting ballots, and Election Day ballots. As we plan for our anticipated voter turnout, these costs have increased significantly with our FY'24 budget.

- **Personnel Services Increase**

- We have seen large increases in the cost of health care and the Florida Retirement System resulting in a total increase of \$103,441.
 - **Florida Retirement System** – 22.6% increase, which amounts to an additional \$50,901
 - **Health Care Cost Increase** - 30.4% increase, which amounts to an additional \$52,540

- **Clear Ballot Auditing System**

- The Clear Ballot system provides a 100% audit independent from our tabulation system, giving voters increased confidence in results. It is the only system capable of tabulating other systems' ballots to provide an independent comparison of results. They have pioneered the use of high-resolution ballot images to offer independent auditing and results verification for states and counties across the country.
- The Supervisor of Elections will be receiving \$106,313 in grants to pay for the new system, covering 72.44% of the cost, and is requesting \$40,445 to cover the remaining balance.

Budget Summary

	FY'24 Requested	Percentage Change from FY'23
SOE Office – Dept. 0121	\$2,494,500	10.45%
Elections – Dept. 0122	\$1,574,555	41.39%
Total Requested Funds:	\$4,069,055	20.67%

Duties of the Supervisor of Elections

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

Voter Registration

- Register eligible voters and issue voter information cards
- Maintain accurate voter registration rolls by conducting list maintenance
- Removing voters who have moved out of Florida, are deceased, or for any reason are no longer eligible to vote in Florida
- Update voter registration records when a request is received (name, address, party affiliation)
- Maintain and provide registration statistics and demographics

Elections

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



Candidates and Petitions

- Qualify candidates for county, municipal, and special district offices
- Receive candidate campaign finance reports for all candidates and make them available to the public
- Receive annual financial disclosure forms from certain elected/appointed county officials
- Verify petition signatures for initiative petitions and candidate qualifying petitions

Voter Education

- Provide voter outreach education and information in English and in Spanish
- Conduct annual voter education programs in all public/private county high schools and nursing/assisted living homes
- Conduct high school student government elections
- Publish election and voter information in local media in English and in Spanish

The Florida Voter Registration System (FVRS)

The Department of State (DOS) is responsible for the security and integrity of the Florida Voter Registration System (FVRS) and continues to upgrade FVRS to state-of-the-art hardware, software, and firewalls to safeguard voter information. FVRS serves as the “official” voter registration list for conducting all elections for federal, state, and local offices in Florida.



FVRS is:

- Administered by the Department of State who delegates voter registration duties and records maintenance activities to the local Supervisor of Elections
- Contains the name and registration information of every registered voter in the state
- Coordinates with other agency databases including: the Department of Health, the Clerk of the Circuit Courts, United States Attorney’s Office, Florida Department of Law Enforcement, Board of Executive Clemency, Department of Corrections, and the Department of Highway Safety and Motor Vehicles

The St. Johns County Supervisor of Elections Office is an essential part of FVRS. As a local election official, we are responsible for:

- Acting as the official custodian of voter registration documents at the county level
- Accepting voter registration applications and updating voter information
- Entering new voter registrations
- Scanning documents into the system
- Ensuring that list maintenance duties are conducted in accordance with Section 98.065 and 98.075, Florida Statutes
- Mailing voter information cards following an update to a voter’s information, or any time changes are made to precincts or polling locations
- Entering and maintaining requests for vote-by-mail ballots
- Verifying candidate and constitutional amendment petitions
- Entering voter history following each election

Online Voter Registration

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

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

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

The online application is not just for new registrations, but also can be used to:

- Update address, including in and out of county address changes
- Make name and party changes
- Request replacement voter information cards

The online voter registration system also incorporates:

- Load testing and stress testing to ensure that the system has sufficient capacity to accommodate foreseeable use, including during specified periods of high volume
- Screening of computers and networks used to support the system for malware and other vulnerabilities
- Evaluation of database infrastructure in order to fortify defenses against cyberattacks
- Identification of any anticipated threats to the security and integrity of data collected, maintained, received, or transmitted by the system



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 specific locations as voter registration agencies where voters may register to vote or make changes to their voter record in person.



These locations include:

- St. Johns County Tax Collector Offices, which issue driver licenses at Ponte Vedra, Julington Creek, St. Augustine, and DuPont Center
- St. Johns County Public Libraries in St. Augustine, St. Augustine Beach, Bartram Trail, Ponte Vedra, Hastings, and the Southeast Branch Library as well as a bookmobile which travels around the county
- Offices that provide public assistance or serve persons with disabilities
- Armed forces recruiting offices consisting of four offices within St. Johns County

REGISTRATION STATISTICS

BY *Year*

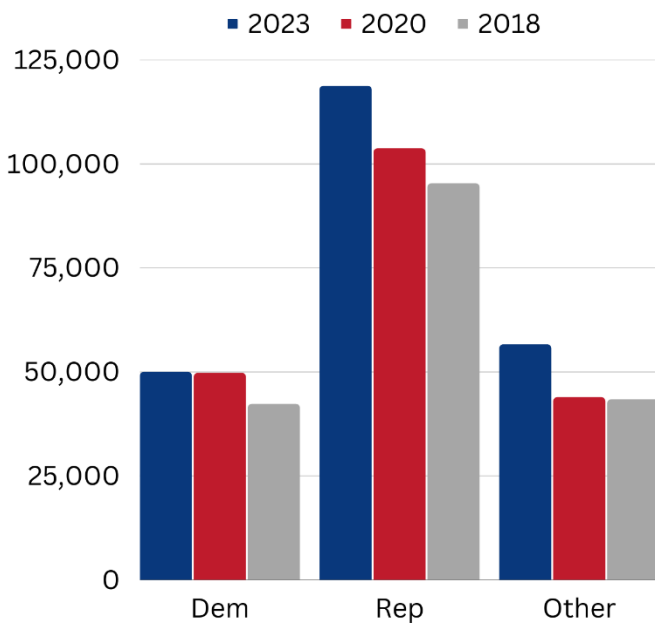
APRIL 2023: 225,169

APRIL 2020: 197,193

APRIL 2018: 180,841

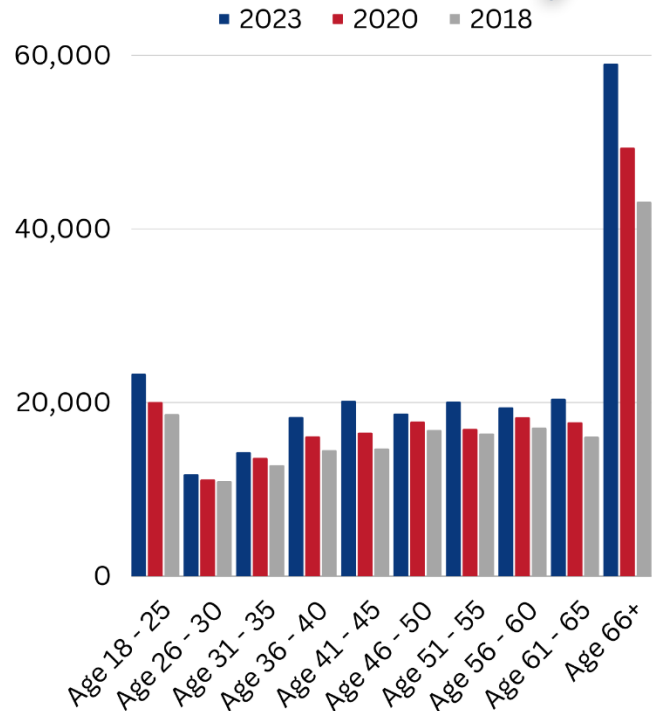
REGISTRATION STATISTICS

BY *Party*



REGISTRATION STATISTICS

BY *Age*



List Maintenance Activities

List maintenance programs are conducted to protect the integrity of the electoral process by ensuring the maintenance of accurate and current voter registration records. List maintenance is a daily, ongoing process as the Supervisor of Elections receives:

- Mail returned undeliverable from the Post Office
- Updates from third-party sources such as:
 - The U.S. Postal Service
 - Jury Notice lists from the St. Johns County Clerk of Courts
 - Department of State notifications of felony convictions or mentally incapacitated
 - Department of Highway Safety and Motor Vehicles driver license lists
 - Department of Health deceased notifications
 - Request from voter to be removed from rolls

In order to keep St. Johns County voter rolls as accurate as possible, our voter rolls are sent to match against the National Change of Address (NCOA) every 60 days. Any address change information received for a voter by the post office triggers a mailing to the voter and request to update their voter request or cancel their registration if they have moved to another state.

Our state legislators have made significant changes to the list maintenance laws over the last two years in an effort to provide Supervisors of Elections with the tools needed to improve the accuracy of our voter rolls.

Changes which occurred in this years' legislation become effective July 1, 2023 and include:

- Address confirmation final notices mailed to all registered voters who have not voted in the preceding two general elections who have not made a request that their registration records be updated
- The Supervisor shall conduct an annual review of voter registration records to identify registration records in which a voter is registered at an address that may not be an address of the legal residence for the voter and initiate list maintenance activities for those voters
- The Supervisor shall coordinate with the Clerk of Courts to obtain information to identify registered voters weekly within their jurisdiction:
 - Who have been convicted of a felony during the preceding week and whose voting rights have not been restored
 - Who have been adjudicated mentally incapacitated
 - Who responded to jury notices whose response indicated a change of address
- The Department of Health shall furnish weekly, rather than monthly, a list of those residents whose death was reported during the preceding week to the Department of State
- Any deceased voter identified through government agencies must be removed within seven days after receipt of a death certificate or notification
- The Department of Highway Safety and Motor vehicles shall furnish weekly information identifying:
 - Persons whose names have been removed from the Florida driver license database during the preceding week due to being licensed in another state
 - Persons who presented evidence of non-US citizenship upon being issued a new or renewed FL driver license or ID card

All list maintenance activities are tracked and submitted to the Division of Elections twice a year. On January 31 and July 31, the Supervisor of Elections is required to certify the list maintenance activities conducted during the six months prior.

In 2022 , St. Johns County conducted list maintenance activities. As a result:	In 2023 , from January 1 st – May 15 th , list maintenance activities included:
<ul style="list-style-type: none"> - 4,547 Inactive registered voters were removed from the Florida Voter Registration System - 2,275 Deceased voters were removed - 251 Voters who listed a residence that is not his or her legal residence addresses were removed - 150 Convicted felons were removed from the Florida Voter Registration System - 11 Adjudicated mentally incapacitated were removed - 3,241 Address Confirmation Requests were sent - 8,365 Address Change Notices were sent - 8,537 Address Confirmation Final Notices were sent. Of which, 886 registered voters responded - 4,655 Registered voters were placed on <u>Inactive</u> status 	<ul style="list-style-type: none"> - 801 Deceased voters removed from the Florida Voter Registration System - 4 Voters who listed a residence that is not his or her legal residence addresses were removed - 120 Convicted felons were removed from the Florida Voter Registration System - 5 Adjudicated mentally incapacitated were removed - 421 Address Confirmation Requests were sent - 2,440 Address Change Notices were sent - 1,644 Address Confirmation Final Notices were sent. Of which, 715 registered voters responded - 3,667 Registered voters were placed on <u>Inactive</u> status

On July 1, 2023, the new list maintenance laws will take effect. Approximately 18,000 voters are scheduled to be mailed address confirmation final notices, since they have not voted during the last two general elections (2020 and 2022) or made a request to have their records updated. The notice is forwardable and can be used by the voter to:

- Confirm their voter registration information is correct
- Update the address on their voter record
- Cancel their registration if they have moved to another state



Initiative Petition Verification

Citizens may propose amendments to the Florida Constitution through an initiative petition process. The initiative petition process, in addition to other requirements, requires a specific number of petitions to be signed by registered Florida voters before the proposed amendment can appear on the ballot. Per the Florida Constitution, the number of signatures needed is based on 8% of the voters who cast votes in the last Presidential Election. In addition, the signatures must also come from voters in at least one half of the congressional districts of the state. The statewide total valid signatures needed for the initiative to make it to the ballot in 2024 is 891,523. A proposed amendment requires at least 60% approval from Florida voters to pass.

Statewide, groups often submit over a million signatures on the initiative petitions. In order to be valid, the signature submitted must be that of a registered voter in the county to which the signature has been submitted, and the signature on the petition must match the signature on the voter's record.



Once proponents obtain 25% of the total number of required signatures the Secretary of State sends the initiative language to the Attorney General, who then forwards the language to the Florida Supreme Court. The Supreme Court will determine if the initiative is legal. During the review by the Court, proponents may continue gathering the remaining signatures needed to place it on the ballot. If the Court declares the initiative invalid because it is unconstitutional, violates Florida's strict single-subject requirement, or any other reasons, the initiative is dead.

After the petitions are verified by the Supervisor of Elections Office, they are forwarded to the Secretary of State. Once the Secretary of State has determined that the required number and distribution of valid signatures has been obtained, the Secretary will issue a certificate of ballot position for that proposed amendment. Initiative petitions must be filed no later than February 1, 2024 in order to obtain ballot position for the 2024 General Election.

Throughout the year, the St. Johns County Supervisor of Elections Office verifies thousands of initiative petitions signed by St. Johns County voters. Pursuant to Florida Statute 100.371(11)(b), St. Johns County's actual cost of signature verification of an initiative petition is \$0.55. Between January and April 2023, our office has received and verified almost 19,000 signed petition forms. This petition verification process adds a tremendous workload on employees, and at times requires the use of part time employees. We expect to easily receive another 40,000-50,000 petitions to verify prior to year's end.

The most popular petitions currently circulating are "Adult Personal Use of Marijuana" and "Right to Clean and Healthy Waters." Once a month, an Initiative Petition Summary is uploaded to our website at www.votesjc.gov for public viewing.

Voter Education and Outreach

The Supervisor of Elections heavily relies on tools that have been found most useful and accessible to voters:

- Office website; recently updated
- Direct mail
 - o Voter information cards
 - o St. Johns County Citizen's Guide to Registering and Voting
 - o Sample ballots
 - o Notices to voters
 - o Polling place change notices
 - o List maintenance correspondence
- Newspaper articles and advertising in community newspapers and publications
- Radio – Interviews and advertising
- Social media – Facebook, Twitter, and Instagram
- GTV
- Public speaking presentations to various groups and organizations
- Voter Education in St. Johns County schools
- Office Tours
 - o Public
 - o Private
- Poll Worker Orientations

Supervisor of Elections Office Website

The best voter education tool continues to be our website. It provides access to voter registration and election information 24 hours a day, 7 days a week, 365 days a year. Even on holidays, all services of the Elections Office are always available. Our website is well-utilized by voters and is compatible with mobile devices.



St. Johns County Citizen's Guide

A new, redesigned St. Johns County Citizen's Guide to Registering and Voting for 2024 will be mailed to every residence mailing address in St. Johns County in early January. The focus of the guide is to provide all the information residents need to participate in this year's elections. The guide provides information on registering to vote, when, where and how to vote, Florida's closed primary system, and what to expect when voting in person.

Monthly Newsletter

The Supervisor of Elections publishes a monthly newsletter to inform voters of the work and activities going on at the Elections Office. Interested residents can subscribe to the newsletter on our website and receive it monthly in their inbox. In one year, we have reached over 1,000 subscribers. The newsletters are also announced on our social media and archived on our website in the "News & Legal Notices" section.



Sample Ballots

Sample ballots are also among our best tools for providing election information to the registered voters of the county. Approximately three weeks prior to each election, every voter eligible to vote in the election is mailed or e-mailed their voter specific sample ballot, unless they have requested to receive a vote-by-mail ballot.

Sample ballots provide the following for each voter:

- An actual copy of their ballot they can mark and take to the polls when voting
- Vote-by-mail information
- Early voting dates, times, and locations
- Location of their Election Day polling place
- Reminder of polling place changes

Community Newspapers

Local community newspapers provide excellent opportunities to reach residents and voters who do not subscribe to newspapers. Some community newspapers provide local government offices with the ability to place monthly articles in their papers at no charge. This is just another tool utilized regularly to keep voters informed year-round on election activities and events. Our research indicates people read their local/community newspapers! This is also a very cost-effective way of reaching voters.

Social Media

The objective of the Supervisor of Elections Office is "Public Service | Integrity | Transparency" and we are always looking for new ways to offer quality information to our residents. We have expanded our social media presence to Facebook, Twitter, and Instagram. We post weekly providing our voters with trusted information regarding news, updates, and events.

Voter Outreach Programs

In January 2023, the Supervisor of Elections Voter Outreach Team made its return to the high schools of St. Johns County, with the goal of visiting every high school by the end of the year. To date, the Voter Outreach Team has presented to over 2,000 students. This year's presentation focuses on the importance of voting and the power of one vote. Students are encouraged to pre-register or register to vote and are provided with information about becoming a poll worker. The Voter Outreach Team also conducted three high school government elections during the 2022/2023 school year.



Office Tours

The St. Johns County Supervisor of Elections Office reopened its doors to public and private office tours in January. Public office tours are open to all but limited to 12 visitors per tour. Since January, we have conducted 10 public office tours of 40 St. Johns County voters. Public tours are easily booked on our website, at www.votesjc.gov/office-tours, or by calling the SOE Office. We have also conducted private group tours for various home school groups, Girl Scout troops, church groups, and more. During six private office tours we have educated 80 visitors about how elections are conducted in St. Johns County.

It is a priority to ensure that all voters are provided with access to the information they need, and we want to instill confidence to all who cast their ballot in St. Johns County. During our tours, attendees are given the opportunity to meet with the Supervisor of Elections to discuss procedures, processes, and our elections system, followed by a tour of the facility.



Poll Worker Orientation

With the current growth in the county, poll worker recruitment has become a major focus of the St. Johns County Supervisor of Elections Office. In March, the Office began its recruitment efforts for the 2024 election cycle. Our goal is to have a highly qualified, well-trained team of poll workers ready to serve our community.

As registered St. Johns County voters express their interest in serving as poll workers, our office conducts Poll Worker Orientation classes to provide fundamental information regarding the requirements and expectations of a poll worker, as well as vital facts about how our elections are conducted. At the end of each class, the Supervisor welcomes interested poll workers to schedule an office tour. These classes are an informative experience for all involved and will continue to be conducted throughout the year.



2023 Legislative Changes

CB/SB 7050 increases the security of vote-by-mail ballots, makes changes to enhance the accuracy of Florida's voter rolls, and improves access to reports and data to boost voter confidence.

The bill:

- Requires signature matching training for any person whose duties require verification of signatures of vote-by-mail ballots, affidavits, and petitions, and clarifies requirements related to voter signature updates
- Strengthens regulations related to third-party voter registration organizations to protect individuals who entrust their personal information and voter registration applications to them
- Requires additional information to be included on voter information cards
- Implements recommendations from the Department of State's vote-by-mail report to:
 - Require a uniform statewide application form to request a vote-by-mail ballot
 - Require a vote-by-mail ballot mailing envelope to be clearly marked "Do Not Forward"
 - Revise requirements for picking up a vote-by-mail ballot in person
 - Provide that if two or more vote-by-mail ballots for the same election are returned in one mailing envelope, none shall be counted
- Facilitates efficient identification of voters who have moved by enhancing processes for address list maintenance activities
- Enhances frequency and content of information other governmental entities must provide to the Department of State and supervisors of elections for list maintenance activities that ensure eligibility of voters
- Specifies that a voter undergoing eligibility review must vote a provisional ballot and provide implementing requirements
- Enhances content of and revises timeframes for required post-election reports
- Requires candidates to disclose specified information about outstanding fines related to elections or ethics violations
- Requires specified information to be provided for presidential electors

- Clarifies the felony for casting more than one ballot
- Personally attaches fines imposed against a political committee to the committee chair if the committee fails to pay the fine within 30 days
- Increases allowable fines for election law violations
- Creates a new framework regulating voter guides

The bill modernizes and streamlines campaign finance requirements by:

- Revising reporting frequency for political committees, candidates, and electioneering communications organizations to quarterly outside of the active election cycle
- Preempting local governments from enacting a reporting schedule that differs from that provided in statute
- Adding text messages to the list of services and costs that do not constitute contributions that count toward specified limits

The bill also:

- Saves from repeal under the Open Government Sunset Review Act an exemption for certain voter registration information received from another state or the District of Columbia
- Prescribes requirements for use of a candidate nickname on the ballot and specifies how candidates with the same surname running for the same office in a general election may be distinguished on the ballot
- Clarifies that resign-to-run requirements, which apply to persons who qualify for office, do not apply to persons seeking the office of President or Vice President because such persons do not qualify for office under statutory requirements
- Clarifies the amount supervisors of elections can charge to verify signatures on local issue petitions vs. statewide initiative petitions
- Modernizes notice requirements throughout the Election Code by authorizing notice to be published on specified government websites instead of in a local newspaper
- Modernizes requirements for precinct boundary data maintained by supervisors
- Conforms the deadline by which provisional, special vote-by-mail ballots must be cured to the deadline for other provisional ballots
- Modifies timeframes for meetings of the Elections Canvassing Commission, submitting of county returns by county canvassing boards, and certification of presidential electors
- Makes procedural and clarifying changes to county canvassing board provisions
- Allows state committeemen and committeewomen to prequalify
- Clarifies the required number of alternate members of county canvassing boards
- Requires public, tax-supported buildings to be made available for use as early voting locations upon the request of a supervisor of elections

The bill takes effect July 1, 2023.

2024 Election Schedule

Presidential Preference Primary Election – March 19, 2024

Election occurs during fiscal year 2023-2024

2024 Primary Election – August 20, 2024

Election occurs during fiscal year 2023-2024

2024 General Election – November 5, 2024

Election occurs during fiscal year 2024-2025

Presidential Preference Primary Election (F.S. 103.101) – March 19, 2024

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

Timelines	
November 30, 2023	<i>Each political party shall submit to the Secretary of State a list of presidential candidates to be placed on the ballot.</i>
December 19, 2023	<i>The Secretary of State shall certify to Supervisors the names of each candidate to be printed on the ballot.</i>
February 3, 2024	<i>Mailing of vote-by-mail ballots begins.</i>
February 20, 2024	<i>Voter Registration and Party Change Deadline</i>
March 9-16, 2024	<i>Early Voting Period</i>
March 19, 2024	<i>Election Day – Polls open 7 AM to 7 PM</i>

Primary Election (F.S. 100.061) – August 20, 2024

A primary election is held on Tuesday, eleven weeks prior to the general election for the purpose of nomination of candidates for political parties. The candidate receiving the highest number of votes cast in each contest in the primary election shall be declared nominated for such office. If two or more candidates received an equal and highest number of votes for the same office, such candidates shall draw lots to determine which candidate is nominated.

Timelines	
April 22-26, 2024	<i>Qualifying for federal, judicial, states attorney and public defender candidates</i>
June 10-14, 2024	<i>Qualifying for state and local offices</i>
July 6, 2024	<i>Mailing of vote-by-mail ballots begins.</i>
July 22, 2024	<i>Voter Registration and Party Change Deadline</i>
August 10-17, 2024	<i>Early Voting Period</i>
August 20, 2024	<i>Election Day – Polls open 7 AM to 7 PM</i>

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 nonpartisan in St. Johns County.

Municipal Elections

Voters residing within a municipality in St. Johns County are entitled to vote on their City Commissioners. A separate voter registration is not required. All municipal elections are held in conjunction with the regularly scheduled primary and general elections. The municipalities included are the City of St. Augustine and the City of St. Augustine Beach.

Special District Elections

The independent special districts located solely within St. Johns County have also adopted resolutions which provide for the Supervisor of Elections to conduct their elections. Those districts are as follows:

- St. Johns County Airport Authority
- St. Johns Soil & Water Conservation District
- Anastasia Mosquito Control District of St. Johns County
- St. Augustine Port, Waterway, and Beach Commission
- Municipal Service District of Ponte Vedra Beach

Community Development Districts

Community Development District elections are also conducted by the Elections Office in accordance with Chapter 190, Florida Statutes. During the 2024 election cycle, a total of twenty-four (24) CDD elections will be conducted by the Supervisor of Elections Office with the potential to add three additional Districts in 2024. All Community Development and Special District elections, with the exception of the Municipal Service District of Ponte Vedra Beach, appear on the general election ballot.

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



2024 Offices Scheduled for Election

Federal

- President of the United States
- U.S. Senate (one of two seats)
- Representative in Congress (all districts)

State

- State Senator – District 7
- State Representative – Districts 18, 19, & 20
- State Attorney (all Judicial Circuits except 20th)
- Public Defender (all Judicial Circuits except 20th)

County

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

Special Districts

- Anastasia Mosquito Control District – Seats 1, 3 & 5
- St. Johns County Airport Authority – Groups 4 & 5
- St. Johns Soil & Water Conservation District – Groups 2 & 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 – 1, 2 & 3/Mayor
- City of St. Augustine Beach – Seats 1 & 2

Community Development Districts

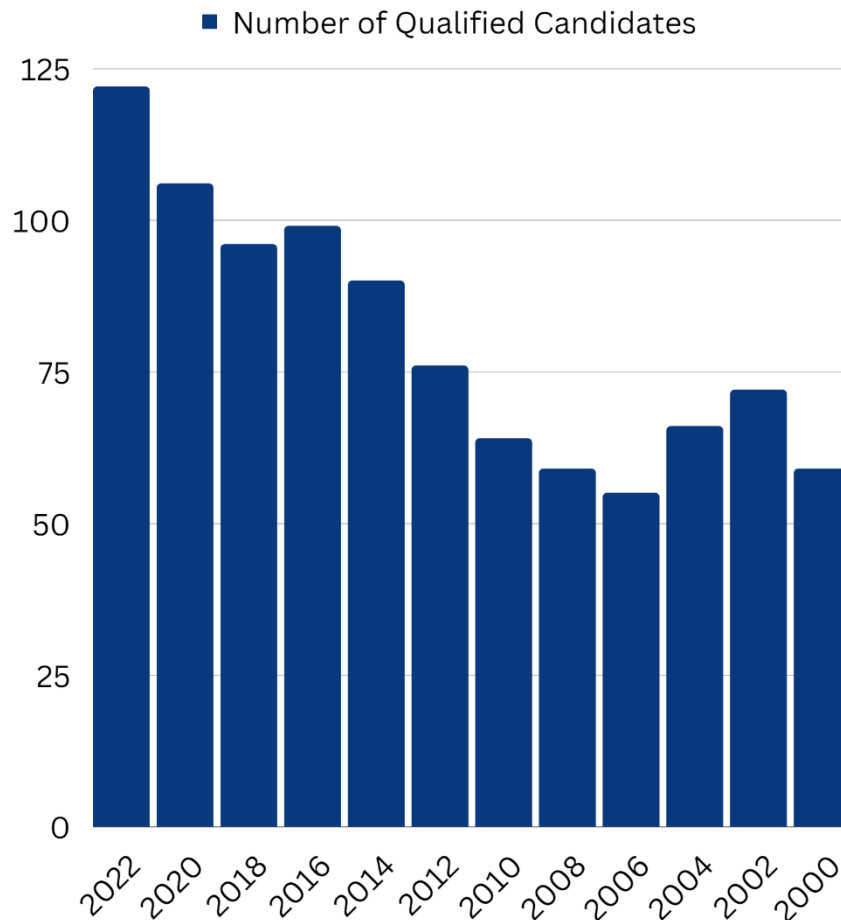
- Aberdeen Community Development District – Seats 2 & 4
- Bannon Lakes Community Development District – Seats 1 & 3
- Brandy Creek Community Development District – Seats 2 & 4
- Creekside at Twin Creeks Community Development District – Seats 1 & 2
- Durbin Crossing Community Development District – Seats 2 & 4
- Glen St. Johns Community Development District – Seats 2 & 3
- Heritage Landing Community Development District – Seats 1 & 5
- Heritage Park Community Development District – Seats 2 & 4
- Isles of Bartram Park Community Development District – Seats 1, 3 & 5
- Julington Creek Plantation Community Development District – Seats 2 & 5
- Madeira Community Development District – Seats 3, 4 & 5



- Marshall Creek Community Development District – Seats 4 & 5
- Meadow View at Twin Creeks Community Development District – Seats 1 & 3
- Rivers Edge Community Development District – Seats 1, 3 & 5
- Sampson Creek Community Development District – Seats 2 & 4
- Six Mile Creek Community Development District – Seats 1, 3 & 5
- Southaven Community Development District – Seats 2, 3 & 4
- St. Johns Forest Community Development District – Seats 4 & 5
- Sweetwater Creek Community Development District – Seats 3, 4 & 5
- Tolomato Community Development District – Seats 1 & 3
- Trout Creek Community Development District – Seats 3, 4 & 5
- Turnbull Creek Community Development District – Seats 2 & 4
- Twin Creeks North Community Development District – Seats 1 & 5
- World Commerce Community Development District – Seats 4 & 5



Candidates – By the Numbers



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.

In terms of growth, we often see comparisons of voter registration or voter turnout statistics. Another important comparison at the Supervisor of Elections Office is the number of candidates qualified per year. In the chart above, we look at the number of candidates from the year 2000 to 2022. In 2000, we had just 59 candidates qualify. By 2022, we see a 48% increase at 122.

For the 2024 elections, it is anticipated staff will qualify and handle campaign treasurer's reports for over 140 candidates. This does not include the Republican and Democratic local political party precinct committeemen and women who qualify with our office every presidential election year. Should any of these races be contested, they will appear on the primary election ballot.

Candidates may either pay a qualifying fee or choose to run by the petition method. The petition method allows a candidate to obtain a position on the ballot by obtaining at least 1% of the total number of registered voters in their district for the last preceding general election rather than paying the qualifying fee.

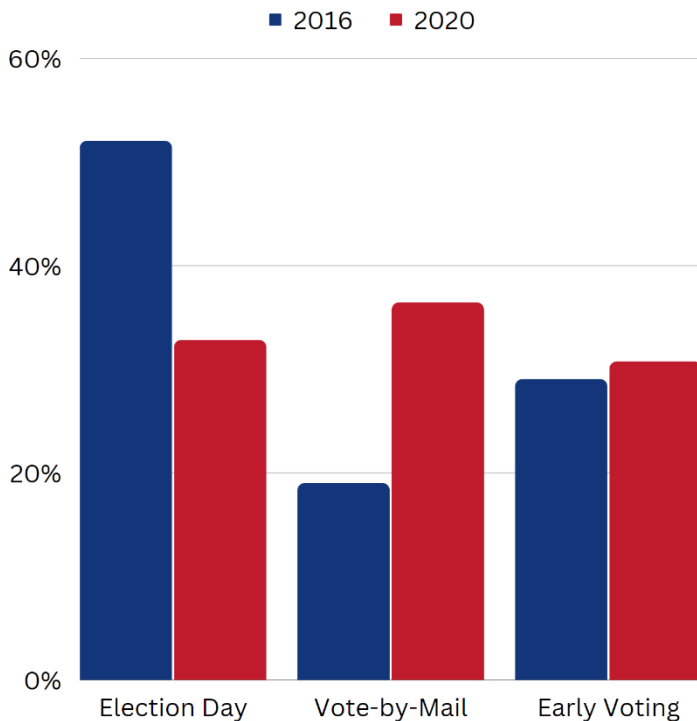
Voting Trends

For the 2024 election cycle, we expect to see voters continue to vote in the way they find most convenient. Florida Law provides multiple different ways for voters to cast their ballots. Many different factors affect whether a voter will vote-by-mail, early, or in-person on Election Day.

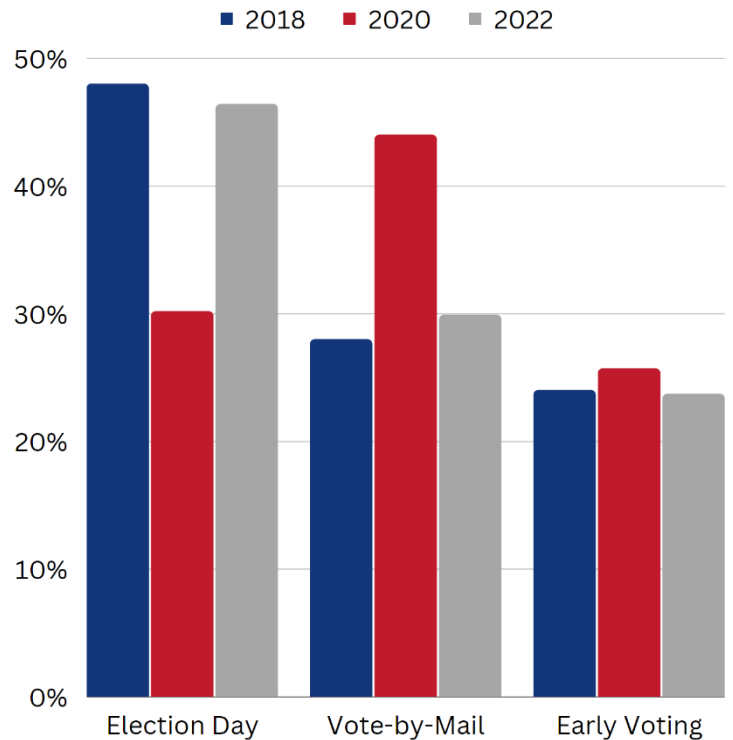
For the purpose of the 2023/2024 FY budget, we are anticipating a 60% voter turnout for the Presidential Preference Primary Election, and a 30% voter turnout for the 2024 Primary Election.

The following charts show trends and voter turnout in St. Johns County elections:

PRESIDENTIAL PREFERENCE PRIMARY ELECTION VOTING TRENDS



PRIMARY ELECTION VOTING TRENDS



Supervised Voting

Supervised voting is made available for St. Johns County voters residing in assisted living and nursing home facilities, and is regulated by section 101.655, Florida Statutes. Visits are coordinated with the administrator of the facility. Bipartisan supervised voting teams who are employees of the Elections Office bring vote-by-mail ballots to the facility for voters who have requested them and assist the voters when requested. Completed ballots are returned to the Supervisor of Elections Office by the supervised voting team, but voters are also given the option to keep their ballot to be returned later, or to seek assistance from whom they choose before mailing their ballot back. In 2022, we scheduled supervised voting teams to serve nine facilities, and anticipate more for the 2024 election cycle.



Vote-by-Mail

Due to recent law changes, all requests for vote-by-mail ballots expired following the November 2022 election. Requests will now expire every election cycle, so it is up to voters to request their ballot if they wish to continue to vote-by-mail. Under current law, if a voter wants to vote by mail, all they must do is make a request. Legislative changes in 2021 required the voter to provide their Florida Driver License number, Florida Identification Card number, or the last four digits of their Social Security number when requesting a vote-by-mail ballot in order to confirm their identity.

One of the legislative changes this year includes transitioning to a statewide form for requesting a vote-by-mail ballot. The Legislature has given the Division of Elections a deadline of October 1, 2023 to have the new statewide form available for use. Voters may still request their vote-by-mail ballot by phone, or by using the form on our website; however, any request made in writing after October 1, 2023 must be made on the new statewide form.

Voters may only request ballots for one election cycle, instead of two election cycles. Voting from the comfort of your home remains a safe, simple, convenient way to vote. There are tools available on our website where voters can track their vote-by-mail ballots from the time they are requested, mailed, and then received back at the Elections Office. Voters can even verify that their ballot has been counted. This tool has greatly helped instill voter confidence in the vote-by-mail process.



All mail ballots must be returned to the Elections Office by 7 PM on Election Day in order to be counted. Secure Ballot Intake Stations (formerly known as drop boxes) will be available at each early voting location and must be monitored at all times by an employee of the Supervisor of Elections Office. The 24-hour Secure Ballot Intake Station located outside the Supervisor of Elections Office has been removed and is no longer permitted by law to be used.

Enhanced Voting

We implemented the use of the Enhanced Voting system for the 2022 election cycle. The Enhanced Voting system provides an accessible vote-by-mail solution that is consistent with Florida Law for use by voters identifying as having a disability. This system also provides ballots to UOCAVA (military and overseas) voters. Enhanced Ballot is a state-of-the-art electronic ballot delivery system that allows the voters the ability to access their precinct-specific ballot, mark, and download it. The voter must then return their voted ballot to the Elections Office by the statutory deadline. All ballot return instructions are provided to the voter through the system.

Enhanced Ballot is an accessible vote-by-mail system that has full comparability with personal assistive devices and screen readers without sacrificing voter privacy and security. It also provides a built-in means to increase font-size and alter contrast ratios for voters with impaired sight.

Early Voting

Early voting is a very popular method of voting due to the convenience it affords the voter. Trends reflect voters prefer to vote when it's convenient for their schedule, rather than on a specific date and at a specific location during the hours of 7 AM-7 PM. For the 2024 Presidential Preference Primary and 2024 Primary Election, there will be eight days of early voting for each election at six locations, open from 9 AM to 6 PM daily. This includes two Saturdays and a Sunday, which provides our voters with flexibility to vote when it fits their schedule. Voters are also able to vote at any early voting location, rather than being limited to their home precinct like on Election Day.

Voters can check out the Election Dates section of our website to learn information as it becomes available about dates and voting times.

2024 Presidential Preference Primary and 2024 Primary Election Early Voting Locations:

Julington Creek Annex 725 Flora Branch Blvd. St. Johns, FL 32259	Ponte Vedra Branch Library 101 Library Blvd. Ponte Vedra Beach, FL 32082
Supervisor of Elections Office 4455 Avenue A, Suite 101 St. Augustine, FL 32095	St. Augustine Beach City Hall 2200 A1A South St. Augustine, FL 32080
Southeast Branch Library 6670 US 1 South St. Augustine, FL 32086	Hastings Branch Library 6195 S. Main Street Hastings, FL 32145

Voting at the Polls on Election Day

Some voters still prefer to vote in the traditional way and cast their ballot at their polling place on Election Day. Polls are open 7 AM to 7 PM. Voters are required to vote at their assigned polling location on Election Day, which is determined by their residential address.

We provide many options for voters to learn their assigned Election Day polling place. In an election year, we mail our “Citizen’s Guide to Registering and Voting” to all residences in St. Johns County. Voters are mailed sample ballots that are personalized for their polling location. If a voter prefers, they can request a sample ballot to be sent via email, rather than by regular mail. Voters can visit our website at www.votesjc.gov to look up their voting location using our “Find My Polling Place” tool. When a polling place changes, voters are mailed new, updated voter information cards, information is posted on our website, and signage is placed at the old precinct



to direct voters to the new polling location. In the event of a polling place change, we also advertise in local and community newspapers to reach more voters.

The Supervisor of Elections Office has been working diligently to secure polling locations for the 2024 elections. As to be expected, locations let us know when they can no longer serve as an Election Day polling place. Polling locations are only moved or changed when

absolutely necessary. For 2024, most voters will be voting in the same locations they did for the 2022 elections. We anticipate some location changes, and the addition of two new locations due to growth. Once locations are finalized for 2024, any voters affected by a change to their polling place will receive a new voter information card.

Elections Staffing

The day-to-day operations of the Supervisor of Elections Office differs from the workload brought on by an election. We will transition from a staff of 16 full-time employees to approximately 575 employees who are required to conduct a successful election. Due to continued growth of voters and increased technology and cybersecurity demands on the office, we are adding an IT position this year.

To complete our work force, we rely on:

- Part-time, temporary employees
- Poll workers
- Contractual workers
- Volunteers

Outsourcing has also become a great use of our resources, improving the efficiency of our office during busy times.

2022 Staffing	Anticipated 2024 Staffing
<u>15</u> Full-Time Employees <u>30</u> Temporary Employees <u>460</u> Poll Workers	<u>16</u> Full-Time Employees <u>35</u> Temporary Employees <u>525</u> Poll Workers

Poll Workers

We have great elections in St. Johns County because of dedicated individuals who serve their community proudly as poll workers. It takes a large team to ensure that each and every voter is afforded the opportunity to cast their ballot. For the upcoming 2024 election cycle, we anticipate training approximately 600 potential poll workers, which is a great increase from the 460 we hired and trained in 2022.

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

- Clerk
- Assistant Clerk
- Equipment Inspector
- Poll Deputy



Training Classes

Florida Statutes require all poll workers to attend mandatory training classes for each election. Sensitivity and conflict resolution is a highly important, required part of the training sessions. Additional training is also required regarding Spanish language assistance, ballots, and materials that are available at all voting locations.

Online training has become a very useful tool in educating our workers and helps reduce the amount of time spent on the in-person training classes. Some of the required training is now provided online, and we continue to pursue the best tools available to train our poll workers. This election cycle, we will be implementing a new poll worker online training system which will provide potential workers to participate in the training when it's convenient for their schedule. By offering part of the poll worker training online, poll workers can take the preliminary class at their own convenience before attending in-person training that focuses on hands-on equipment instruction.

Voting Equipment

Whether voting by mail or in person, Florida voters cast their ballots using the safest system that exists: A paper ballot!

St. Johns County voters have been voting on paper ballots since 1994, and all of Florida transitioned to paper ballots in 2008.

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

DS200

The ES&S DS200 is a paper ballot tabulator that is used at all early voting sites and Election Day polling locations to count ballots. Voters receive a paper ballot, mark their ballot by filling-in an oval to the left of each of their selections, and feeding the ballot into the DS200 for immediate tabulation. Voters are notified of improperly marked ballots and given an opportunity to review their ballot and obtain a replacement when necessary.

ADA Voting Equipment

Federal and State requirements that meet ADA guidelines for persons with disabilities require that voting systems allow the same opportunity for all voters at every voting location.

An ExpressVote allows blind and visually impaired voters to vote privately without assistance. Persons who are visually impaired may access the systems audio feature. Once a voter has made their selections, the ExpressVote prints an abbreviated paper ballot that is inserted into the DS200 by the voter for tabulation.

Ballot on Demand Printers

The use of ballot on demand printers has proven to be cost effective and allows the greatest flexibility for providing ballots to voters during early voting, and at some precincts on Election Day. The systems ease of use, flexibility and durability make it an effective solution for printing test ballots, over the counter vote-by-mail ballots, and early voting ballots.

DS850 High Speed Vote-by-Mail Tabulator

The high-speed vote-by-mail ballot tabulator completes the suite of tabulation equipment. The ES&S DS850 high-speed, digital scan ballot tabulator has a processing rate of up to 300 ballots per minute.

Results from early voting, Election Day precincts, and vote-by-mail ballots are combined at the Elections Office. After the polls close on Election Night, election results are released to the public and posted on our website.



Electronic Voter Identification System (EViDs)

The EViDs (electronic poll books) are one of the best tools we have to combat voter fraud, along with Florida Law which requires photo and signature ID when voting in person. When a voter checks in, their voting history is updated almost immediately, which prevents a voter from voting twice.

EViDs allow us to conduct successful elections by streamlining the voter check-in process. During early voting and Election Day operations, each EViD communicates securely with the Elections Office to maintain up-to-the-minute accuracy on its voter file. Features of the EViDs include:

- Access to voter database assures that only valid registered voters are eligible to cast a ballot and have it counted
- Voters who move and have not updated their address can have their address updated quickly and vote the correct ballot
- The EViD provides the correct location and prints instructions for a voter who checks in at the wrong precinct on Election Day
- Voters whose registration is questionable must vote a provisional ballot
- The number of voters checking in at each voting location is updated in almost real time and updated on our website for public viewing of daily voter turnout by location



Elections Integrity

Florida has become the Gold Standard in conducting elections. No perfect system exists; however, over the years our state legislators have been proactive in updating our laws to improve the accuracy of our voter rolls, allow for processing vote-by-mail ballots in advance of Election Day in order to provide timely results while maintaining a balance of open and transparent elections.

- Photo and signature ID are required when voting in-person
- Every voter in Florida casts their ballot using a paper ballot
- E-pollbooks: Automatically updates voter record when a ballot is cast (vote-by-mail or in-person), which prevents a voter from voting twice
- Florida law ONLY allows a vote-by-mail ballot to be mailed to a voter upon request
 - Identifying information is required to make a request, confirming a voter's identity
 - Voter's name, birthdate, FL Driver License number or last four digits of Social Security number must be matched to voter record for verification
- Signature verification on every vote-by-mail ballot
- Secure Ballot Intake Stations inside early voting locations are monitored at all times by Supervisor of Elections Staff
- Florida law allows processing of vote-by-mail ballots prior to Election Day
- Poll Watchers are present at early voting and Election Day precincts
- Chain of Custody logs at Election Day precincts, and daily at early voting sites
- Canvassing Board processes are open to the public
 - Public test of voting equipment before each election; Equipment certified counting accurately prior to being used in an election
 - Canvassing – opening and counting of vote-by-mail ballots
 - Election night receipt of ballots and materials, review, and audits
 - Certification of election results
 - Post-election audits have been conducted in Florida since 2007
 - Ballots are retained for 22 months



Elections as Critical Infrastructure



Election infrastructure was designated as part of the nation's critical infrastructure as a subsector under the Government Facilities Sector in January 2017. Under this new designation, the Department of Homeland Security (DHS) through its Cybersecurity and Infrastructure Security Agency (CISA), provides an array of services that state and local officials can utilize to reduce both cyber and physical risk to their election systems and facilities.

The designation allows DHS to provide services on a prioritized basis at the request of state and local election officials.

Elections play a vital role in a free and fair society and are the cornerstone of American democracy. A fundamental link exists between the trust in election infrastructure and the confidence the American public places in basic democratic function. A secure and resilient electoral process is a vital national interest and one of the highest priorities at the Department of Homeland Security. They are committed to working collaboratively with those on the front lines of elections – state and local government, election officials, federal partners, and the vendor community – to manage risks to election infrastructure. We will remain transparent as well as agile to combat and secure our physical and cyber infrastructure against new and evolving threats.



Securing election infrastructure is a partnership between federal, state, and local government and private sector entities. DHS collaborates with federal departments and agencies, state and local government, election officials and other valued partners such as the National Association of Secretaries of State, National Association of State Election Directors, International Association of Government Officials, National Association of Election Officials, and the Elections Assistance Commission. In partnering with these officials through both new and existing engagements, DHS, and the involved partners both in the public and private sector are enhancing efforts to secure election systems.

Benefits of states and DHS partnership among election infrastructure:

- Rapid identification of imminent threats that prompts a timely understanding of threat
- Quicker communication of identified threats that enables agile defense
- Cost-effective security force multipliers for all participants



Election Security

Florida has made significant investments in election security and enhanced collaboration between the Florida Department of State and Florida's 67 local Supervisors of Elections.

Joint Election Security Initiative

Following Governor Ron DeSantis' direction in 2019, all county elections systems security were reviewed throughout the state in order to ensure Florida's elections infrastructure at the state and local level is protected.



The Department of State (DOS) continues to work with each Supervisor of Elections on a daily basis to address or mitigate any weaknesses or vulnerabilities. The full-time cybersecurity professionals on staff at DOS are dedicated to the protection of our elections system and work closely with our IT staff regularly.

The Joint Election Security Initiative (JESI) established a framework for all 67 counties to carefully control access to sensitive and classified information within their offices while also allowing them to share sensitive information with the Florida Department of State regarding security policies and any attempted breaches that may happen in the future. JESI represents an unprecedented cooperative partnership with Supervisors of Elections to do even more to secure and protect the integrity of Florida's elections.

Cybersecurity

Our priority continues to be the security and integrity of St. Johns County elections and voter information. Our efforts remain proactive and diligent in working with our state, federal and non-governmental partners in dealing with day-to-day challenges of cybersecurity and increasing demands being placed on our systems. Without the support of our partners, it would be impossible to stay ahead of possible threats and continuing pressures being put on elections infrastructure.

Annual goals include:

- Continue funding for Albert Server monitoring service of our networks 24/7/365 by MS-ISAC (the Multi-State Information Sharing and Analysis Center)
- Continue our partnership with Secretary of State and federal partners to continue to harden our elections infrastructure and add additional layers of security to our networks as funding becomes available
- Expand resources available to Supervisors from state and local entities whenever possible to safeguard our elections against constantly evolving threats
- Perform regular security risk assessments on our systems so adjustments can be made as needed



ELECTION SECURITY

A secure and resilient electoral process is a vital national interest and one of the highest priorities of the St. Johns County Supervisor of Elections Office. Elections play a vital role in a free and fair society and are the cornerstone of our democracy. We place the highest value on ensuring that every vote cast is accurately tabulated. Security of our election technology infrastructure is paramount and practiced steadfastly throughout the pre-election, election, and post-election timeframes.

Voter Registration

Verification To be eligible to vote in Florida, you must first be registered. To register, you must submit a voter registration application that contains your Florida Driver's License or identification number or the last four digits of your Social Security number. Voter registration applications are processed through the Department of State to verify the applicant's eligibility and identity.

List Maintenance Florida Supervisors of Elections conduct regular list maintenance programs to ensure accurate voter registration rolls. We receive frequent notifications from the United States Postal Service (USPS), Florida Department of Highway Safety and Motor Vehicles (FLHSMV), Florida Department of Health's Bureau of Vital Statistics, and other governmental agencies to maintain current records and remove ineligible voters from the rolls.

Tabulation

The system used in St. Johns County to create and tabulate ballots is housed in a secure room inside the Supervisor of Elections office. The area is under video surveillance and once coding of an election begins, access is managed by senior management and controlled by use of a card access system. Once an election is created, the programming is fully tested on every device that will be utilized in the election. This test is extensive and precise to ensure every ballot type is recorded accurately. That is followed by a Logic and Accuracy test which is open to the public and conducted per Section 101.5612, Florida Statutes. After all equipment is tested, it is closed up and sealed using numbered seals, these seals are verified throughout the lifecycle of the election. Like all counties in Florida, St. Johns County Elections Management System (EMS) is paper-based which provides for 100% auditability, if needed. At the end of every election, an audit is conducted in accordance with Section 101.591, Florida Statutes, and all ballots are then required to be stored for 22 months after every election. The EMS is fully isolated and never connected to our internal network or the internet.

Network Integrity

The integrity and security of the tabulation and main office network is managed internally utilizing a multitiered system. Working with our Federal and State partners, we upgrade our software regularly to ensure the accuracy and integrity of our Elections system. The EMS and main network are dissimilar and never converge at any level. Election databases are backed up in stages during an election and the voter registration database is backed up daily as a component of our recovery process. Access to the voter registration system, as well as the EMS, is user/permission based. User level access to the EMS server and workstations is managed by senior management and in all cases password complexity requirements must be met. Network security, and physical access protocols, and best practices are based in part on recommendations from our partners at the Department of Homeland Security (DHS), the Cybersecurity and Infrastructure Security Agency (CISA), and Center for Internet Security (CIS). Utilizing partner services, our public network is scanned continuously for network vulnerabilities, and we have deployed an Albert server which continually monitors our network for abnormal activity. In addition, we utilize strict chain of custody procedures to ensure the security of all election materials and election related hardware. Physical security is obtained using a variety of electronic measures 24 hours a day.

Florida Has Open – Transparent Elections

The Canvassing Board is established in Section 102.141, Florida Statutes. The Board consists of the following members:

- County Judge and an alternate
- Supervisor of Elections
- County Commissioner and an alternate

The duties of the Canvassing Board are to oversee the following:

- Public test of the voting equipment (L&A Testing)
- Canvassing of vote-by-mail ballots
- Canvassing of provisional ballots
- Certify unofficial election results
- Conduct recounts
- Canvass 10-day overseas vote-by-mail ballots
- Certify official election results
- Conduct post-election audit



Florida continues to have open transparent elections. All meetings of the Canvassing Board are open to the public, candidates, political party representatives, members of the press and anyone who wishes to attend. Canvassing Board meeting dates are provided to candidates and political parties, placed on our website, and posted at the Elections Office.

Uniformed law enforcement is provided at all meetings of the Canvassing Board to protect voter's rights, maintain ballot security, in addition to ensuring the safety of Canvassing Board members, election staff and volunteers.



Post-Election Audits

Post-election audits have been conducted in Florida since 2007 in every election with the exception of when a manual recount occurs. Laws regarding post-election audits provide for the random drawing of a race that was on the ballot, and a certain percentage of precincts to be drawn. Once the race and precincts are determined, a hand count of all ballots (vote-by-mail, precinct, early voting and provisional) is conducted, and the results are compared to the tabulated totals. Audit results are to be posted on each Supervisor's website and reported to the Division of Elections. Year after year, election after election, our post-election audits confirmed the accuracy of our voting machines.

New technology is now available specifically for post-election audits. This new technology along with recent law and Division of Elections upcoming rule changes now allow for supervisors in Florida to conduct a 100% audit on their entire election to confirm the accuracy of the results. Some counties began using this new audit process during the 2016 elections.

Beginning with the next election, 100% audits will now be conducted for every election in St. Johns County. It is important voters have confidence in our voting system – that their vote has been counted accurately, while independently confirming the accuracy of our voting machines.

St. Johns County was fortunate to apply for and receive grant funding for 72.44% of the cost of the Clear Ballot audit system. The Clear Ballot audit system offers independent auditing and results verification. The Clear Ballot audit system quickly tabulates ballots with its high-speed scanners and performs results verification separately from our primary tabulation system. After scanning, it allows us to review ballots digitally. The scanning technology reads pen ink of any color and produces the highest resolution ballot images available. The Clear Ballot system provides voters with increased confidence in the election results.



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Our Mission:

As a public servant, the St. Johns County Supervisor of Elections provides voter education, encourages citizen participation, and conducts safe, secure, transparent, and accurate elections.



St. Johns County Supervisor of Elections

Five Year Strategic Plan 2023 Addendum



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St. Johns County Supervisor of Elections

Five Year Strategic Plan 2023 Addendum

I. Introduction

In 2022, the St. Johns County Supervisor of Elections released a Five-Year Strategic Plan designed to guide the office through growth, transition, and progress. The plan focused on five core areas including Operations, Budget, Staff, Facilities, and Equipment and Technology. This addendum is intended to document progress within these functions during the first year of the plan, update the strategy to reflect second year accomplishments, and respond to an ever-changing political climate, county growth, and community needs in relation to conducting safe, transparent, and accurate elections in St. Johns County.

II. Operations

The St. Johns County Supervisor of Elections Office successfully conducted two elections in 2022, including a Primary Election in August and the General Election in November. Operations were adjusted to complete redistricting, implement new voting precincts, and establish new voting locations. The Elections Office also deployed a new poll worker workforce, conducted voter list maintenance, and reintroduced voter education back into the high schools. Reinforcing the Supervisor of Elections' core mission of operating in complete transparency, the Elections Office also launched a new multimedia communications program that included the distribution of two county-wide mailings, the launch of a new website, and the expanded use of social media. While no elections were scheduled during the second year of the Strategic Plan, the Elections Office will spend 2023 streamlining operations and making all voting and business processes more efficient and effective. The Supervisor of Elections will review and respond to Senate Bill 7050, which included 96 pages of new legislation impacting elections in Florida beginning July 1, 2023. The Elections Office will also conduct list maintenance with the continual goal of improving voter roll accuracy and redesign and distribute voter education materials including the St. Johns County Citizen's Guide to Registering and Voting and new Voter Information cards to ensure residents are aware of the new voting laws in preparation for the three elections scheduled in 2024.

III. Budget

The first year of the St. Johns County Supervisor of Elections' Strategic Plan began with the Fiscal Year 2022 budget and concluded with the Fiscal Year 2023 budget. As the conducting of elections has a significant impact on the budget in relation to operations, staffing, and other expenses, it is worth noting that the Elections Office conducted two elections during this time, including the August 2022 Primary Election and the November 2022 General Election. In addition, other significant budgetary impacts included the launch of a new website, facility improvements, technology upgrades, staffing increases, countywide mailings, sample ballots, and poll worker pay and training. The second year of the Strategic Plan began with the Fiscal Year 2023 budget and will conclude with the Fiscal Year 2024 budget. During that time there were no scheduled elections and the Elections Office budget remained relatively stable with a few minor increases incorporated to meet the rising cost of conducting general business. In Fiscal Year 2024, the last quarter of the second year of the Strategic Plan, the operational budget for the Supervisor of Elections will increase by 20.67% over the previous budget primarily due to costs associated with the requirement to conduct two elections during the Fiscal Year.

IV. Staff

With a goal of reaching the most effective and efficient staff level possible, the Supervisor of Elections Office hired a Voter Outreach Coordinator, Poll Worker Assistant, Human Resource and Finance Officer, Election Services Specialist, and Deputy Supervisor in 2022. The poll worker trainer role was divided to create an outreach coordinator and increase voter education for youth and adults. During the second year of the Strategic Plan, the office will recruit a high-level information technology position in preparation for the three elections scheduled to occur in 2024 and as part of an overall succession planning strategy. In addition, with the retirement of the Supervisor of Elections' Chief Deputy, the Office will acquire a Human Resources and Finance Coordinator to fill the position vacated by the staff member who advanced into the open Chief Deputy position. Once all positions are filled, the Office will operate with 16 full-time staff members during the second year of the Strategic Plan.

V. Facilities

During the first year of the Strategic Plan, the office doubled its onsite warehouse space with an expansion into additional space provided by the St. Johns County Clerk of Courts. This allowed the Office to discontinue use of off-site warehouse space in Hastings, Florida, greatly improving operational efficiency, particularly during elections. In an effort to accommodate more employees in an outdated and restricted space, the phone bank and poll worker departments were expanded and reconfigured, safety glass was installed at the front counter, and the Canvassing Board and signature review space was integrated into the tabulation room where the public is now allowed to safely observe from a private viewing area. The Supervisor of Elections assumed occupation of the current facility in 1996, at a time when the building was already depleted. Significant deficiencies remain due to the growth of the County and Supervisor of Elections staff including insufficient public and staff space, restrooms facilities, and parking.

In Fiscal Year 2023, the Board of County Commissioners allocated \$2 million with the intent to renovate the existing building as a short-term goal. Unfortunately, the allocated funds would not provide adequate space due to the age and configuration of the current building. In addition, the minimal funding fails to address concerns regarding the current facility being located within a flood zone or protect it from severe weather threats including hurricanes due to its close proximity to the Atlantic Ocean. During the first quarter of the second year of the Strategic Plan the Supervisor of Elections met with consultants hired by the Board of County Commissioners to determine space needs. As a result of those conversations and analysis, they indicated that identifying a new location and building for the Supervisor of Elections was a top priority for the County. Additional minor cost-effective renovations for the current facility were identified for completion in 2023, but after careful consideration and analysis of all facility options, the Supervisor of Elections subsequently determined the best course of action going forward is to focus on a long-term facility needs solution rather than spend the \$2 million on a temporary "band-aid" to retrofit the current antiquated facility. As such, the Supervisor of Elections continued to work with St. Johns County leadership and the Board of County Commissioners during 2023 to focus on a long-term goal of completing a new facility by identifying available County-owned property in an appropriate location to begin the design and construction of a new building for completion in 2027.

VI. Equipment and Technology

During the first year of the Strategic Plan, the Supervisor of Elections' Information Technology division migrated the entire staff to Office 365 as a day-to-day operating environment for most general computing needs. The upgrade ensured the Elections Office will now have access to the latest updates annually and provides an added level of security in relation to data maintained by the Elections Office. In addition, upgraded network security was implemented as well as electronic ballot delivery for voters who identify as having a disability, are military, or reside overseas.

In 2023, significant equipment and technology upgrades will include the installation of two new state-of-the-art firewalls in preparation for year three of the Strategic Plan that will see the Supervisor of Elections hosting three elections. In addition, the Elections Office completed the acquisition of Clear Ballot, a primarily grant-funded, state-certified independent audit system that provides a 100% audit of all races and precincts, independent from the tabulation system, to provide voters increased confidence in St. Johns County elections.

VII. Conclusion

The first year of the St. Johns County Supervisor of Elections Five-Year Strategic Plan, was uniquely active as the Elections Office conducted two successful elections and facilitated a significant number of key projects, including the implementation of new voter districts, new voting precincts, and new polling locations. During that time, the office also launched a new multi-media communications plan, made significant technological improvements, and staffing realignments. With no elections scheduled for 2023, the second year of the Five-Year Strategic Plan provides an opportunity for the Supervisor of Elections to adjust staffing levels, update equipment, and evaluate all processes and procedures in preparation for the three elections that will be conducted in 2024. The Supervisor of Elections will also utilize 2023 as a time for continued work toward the ultimate goal of moving into a new facility in 2027.

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