



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Constitutional Office Budgets

6/28/2023

Subject:

Brevard County Supervisor of Elections



**BREVARD COUNTY SUPERVISOR OF ELECTIONS
FISCAL YEAR 2023-2024 BUDGET**

Submitted June 1, 2023



Elections Fiscal Year 2023-2024 Budget Summary

MISSION STATEMENT:

The Brevard County Supervisor of Elections Office is committed to conducting fair, efficient and accurate elections with the highest level of transparency.

It is the mission of this office to protect the integrity of the vote and the voter rolls, while also working to ensure that every eligible voter has equal access to the election process.

OVERVIEW:

The budget request for FY2023-2024 is for \$7,820,283 representing a 19.40% increase, or \$1,270,835 over the current year's budget.

Ever-increasing legislative and judicial unfunded mandates; costs associated with increased cybersecurity measures; Florida Retirement System increases, USPS postal rate increases, combined with continued growth in Brevard's voter rolls continue to adversely impact the budget.

BUDGET CONSIDERATIONS: This budget includes more elections than the previous years as it contains a fiscal year reflecting 4 elections, three of which are countywide (2023 Municipal, 2024 Presidential Preference Primary, Primary and contains partial costs for the Presidential).

Legislative Unfunded Mandates

- 96-page election reform bill, signed into law on May 24, 2023 - *unfunded legislative mandate*
- SB 7024 requires increases in the Florida Retirement System employer's retirement contribution rates for each membership class as of July 1, 2023. Estimated impact FY 2023/2024 - These increase percentages are 13.94% regular class, 2.95% Elected Official and 13.60% Drop.

Additional Budget Considerations

- Early Voting turnout has increased 21% over the last two general election cycles
- Adding 2 polling places due to election day voting trends (44% increase in the last general election)
- Continued Litigation – This office would be remiss if we were not prepared for more future elections within recount range and contested elections warranting increased litigation costs
- Continued implementation of SB90 requiring secure ballot intake stations at all branch

offices and early voting sites be monitored by an employee of the Supervisor's office when available to the public

- Additional FTE position to meet requirements set forth in recently passed legislation (SB 7050)
- Costs associated with temporary labor to receive and process an average of 150,000 initiative petitions in a Presidential election cycle (every 4 years).
- FY 2023/2024 is the lowest percentage increase from prior budget requests leading into a Presidential election year over the last ten years.

Personnel Expenses

Compensation and benefits increased by 5.76% over last year's budget. In addition to incurring FRS, health insurance, workers compensation, and general liability insurance increases, this budget includes one additional full-time staff member.

(This office hasn't increased the number of FTE's since 2009)

Operating Expenses

Operating expenses increased by 33.82% or \$1,236,314.

Printing services and supplies for the 2024 General Election will have to be expended within the 23/24 budget, which is approximately \$200K of the printing budget. The contracted services budget is increased due to the costs of poll workers and temporary staff to conduct 3 county wide elections.

2023 Election Reform Bill

Requires no less than 6 Government agencies provide to Supervisors information relating to felony convictions and/or committed to Florida Commission on Offender Review custody, deceased persons, persons deemed mentally incompetent, persons removed from the Florida driver license database, and other information that identifies a voter as potentially ineligible to vote on a weekly basis – Unfunded mandate and requires an additional position.

Estimated FY 2023/2024 - \$35,526.40

Litigation

Costs associated with litigation are included in this budget.

Estimated FY 2023/2024 - \$18,000.

Temporary Labor wage increase

In order to train and staff the numerous positions needed to conduct three county-wide elections, temporary labor rates are increased. The cost of this increase is \$638,138 (48.71%).

Permanent Staff wage increase

The salary increase for permanent staff is commensurate with the Board of County Commissioners increase for county employees, which is a 5.0% or \$1/hour increase. Additionally, overtime costs are increased due conducting multiple elections leading into a Presidential election year.

Capital Expenses

This budget includes \$55,000 in capital purchases to replace one fully depreciated vehicle and desktop computer upgrades.

SUPERVISOR OF ELECTIONS: SUMMARY

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2021/2022	Current Budget FY2022/2023	Requested Budget FY2023/2024	Difference	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$0	\$0	\$0	0.00%
Charges for Services	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues</i>	\$0	\$0	\$0	\$0	\$0
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$6,285,167	\$6,549,448	\$7,820,283	\$1,270,835	19.40%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$6,285,167	\$6,549,448	\$7,820,283	\$1,270,835	19.40%
TOTAL REVENUES	\$6,285,167	\$6,549,448	\$7,820,283	\$1,270,835	19.40%
EXPENDITURES					
Compensation and Benefits	\$0	\$0	\$0	\$0	0.00%
Operating Expenses	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$0	\$0	\$0	\$0	\$0
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$6,285,167	\$6,549,448	\$7,820,283	\$1,270,835	19.40%
<i>Non-Operating Expenditures</i>	\$6,285,167	\$6,549,448	\$7,820,283	\$1,270,835	19.40%
TOTAL EXPENDITURES	\$6,285,167	\$6,549,448	\$7,820,283	\$1,270,835	19.40%
PERSONNEL:					
Full-time positions	33.00	33.00	34.00	1.00	3.03%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	33.00	33.00	34.00	1.00	3.03%
Temporary FTE	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

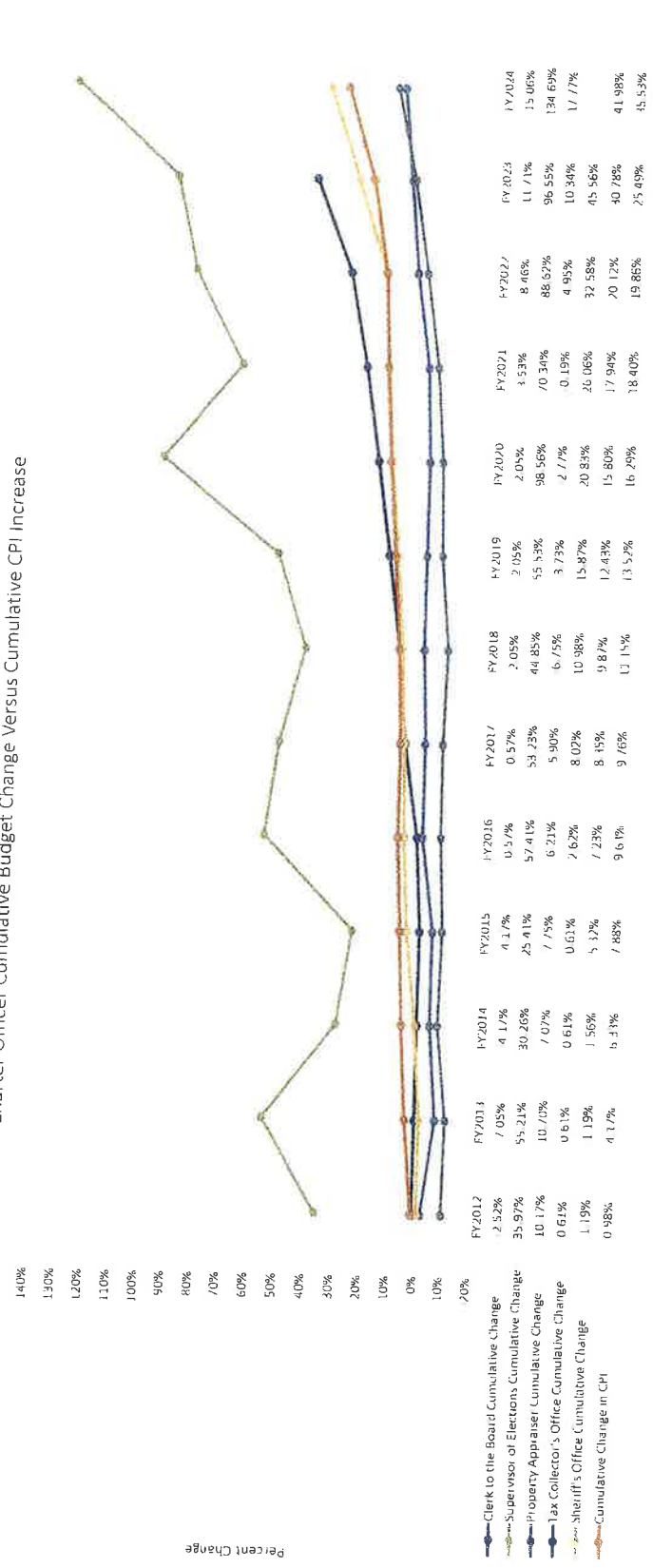

6/1/23
 Supervisor of Elections Date

Brevard County Supervisor of Elections				
Budget Request Fiscal Year 2023/2024				
	Approved Budget FY 2022-2023	Budget Request FY 2023-2024	Inc/(Dec) Amount	Inc/(Dec) Percentage
Revenue				
General Government				
Transfer - Other	0	0	0	0.00%
Transfer - Intra Tran Fr 0001	6,549,448	7,820,283	1,270,835	19.40%
Total General Government	\$ 6,549,448	\$ 7,820,283	\$ 1,270,835	19.40%
Other Revenue				
Contract Services - Elections	\$ 18,000	\$ 150,000	\$ 132,000	733.33%
Sale of Maps and Publications	550	550	0	0.00%
Less 5 Percent	-928	-7,528	-6,600	711.59%
Investment Income	0	0	0	0.00%
Total Other Revenue	\$ 17,623	\$ 143,023	\$ 125,400	711.59%
Total Revenue	\$ 6,567,071	\$ 7,963,306	\$ 1,396,235	21.26%
Compensation & Benefits				
Compensation				
Executive Salaries	\$ 173,114	\$ 174,913	\$ 1,799	1.04%
Wages - Hourly	434,782	487,406	52,624	12.10%
Wages - Salary	1,359,691	1,366,253	6,562	0.48%
Overtime	25,000	45,000	20,000	80.00%
Total Compensation	\$ 1,992,587	\$ 2,073,572	\$ 80,985	4.06%
Benefits				
FICA Taxes	\$ 150,814	\$ 156,885	\$ 6,071	4.03%
Retirement	302,887	367,865	64,978	21.45%
Health Insurance Premium	392,610	404,508	11,897	3.03%
Life Insurance Premium	2,291	2,385	93	4.06%
State Re-employment	6,500	6,500	-	0.00%
Workers Comp	4,284	4,458	174	4.06%
Total Benefits	\$ 859,386	\$ 942,600	\$ 83,213	9.68%
Total Compensation & Benefits	\$ 2,851,973	\$ 3,016,172	\$ 164,198	5.76%
Operating Expenditures				
Professional Services				
Consultant/Professional Fees	\$ 3,525	\$ 10,695	\$ 7,170	203.40%
Legal Service	32,500	35,250	2,750	8.46%
Drug Testing	105	140	35	33.33%
Background Checks	78	78	0	0.00%
Audit Services	14,000	14,600	600	4.29%
Contracted Services				
Security/Sheriff's Deputy	12,699	8,897	(3,802)	-29.94%
Temporary Labor	1,310,133	1,948,270	638,138	48.71%
Poll workers	219,145	472,295	253,150	115.52%
Brevard County Charges				
Insurance	38,051	38,051	0	0.00%
Facilities	4,500	4,500	0	0.00%
Repair & Maintenance				
Maintenance	95,225	82,850	(12,375)	-13.00%
Maintenance Agreements	160,274	161,604	1,329	0.83%
Rentals & License				
Rentals & Leases	64,840	99,553	34,713	53.54%
License & Permits	539,461	542,174	2,713	0.50%
Office & Operating Supplies				
Office Supply	12,400	14,900	2,500	20.16%
Operating Supplies & Small Equipment	75,194	80,194	5,000	6.65%
Communications & Postage				
Communications	126,926	169,704	42,778	33.70%
Postage	447,553	422,516	(25,037)	-5.59%
Printing	435,222	730,591	295,369	67.87%
Travel	27,946	21,045	(6,901)	-24.69%
Dues, Subscriptions & Fees	36,044	34,227	(1,818)	-5.04%
Total Operating	\$ 3,655,820	\$ 4,892,134	\$ 1,236,314	33.82%
Capital Expenditures	\$ 59,276	\$ 55,000	\$ (4,275.78)	-7.21%
Debt Service	-	-	-	0.00%
Total Expenditures	\$ 6,567,069	\$ 7,963,305	\$ 1,396,236	21.26%

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	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Clerk to the Board Cumulative Change	-2.52%	-7.05%	-4.17%	-4.17%	0.57%	0.57%	2.05%	2.05%	2.05%	3.53%	8.46%	11.71%	15.06%
Supervisor of Elections Cumulative Change	35.97%	55.21%	30.26%	25.41%	57.41%	53.23%	44.85%	55.53%	98.56%	70.34%	88.62%	96.55%	134.69%
Property Appraiser Cumulative Change	-10.17%	-10.70%	-7.07%	-7.75%	-6.21%	-5.90%	-6.75%	-3.73%	-2.77%	-0.19%	4.95%	10.34%	17.77%
Tax Collector's Office Cumulative Change	0.61%	0.61%	0.61%	0.61%	2.62%	8.02%	10.98%	15.87%	20.83%	26.06%	32.58%	45.56%	
Sheriff's Office Cumulative Change	-1.19%	-1.19%	1.56%	5.32%	7.23%	8.35%	9.87%	12.43%	15.80%	17.94%	20.12%	30.78%	41.98%
Cumulative Change in CPI	0.98%	4.17%	6.33%	7.88%	9.63%	9.76%	11.15%	13.52%	16.29%	18.40%	19.86%	25.49%	35.53%

Charter Officer Cumulative Budget Change Versus Cumulative CPI Increase



SUPERVISOR OF ELECTIONS INCREASE BREAKDOWN: \$1,270,835									
	Health/Life Insurance	FIS/Retirement	Worker's Comp	Liability Insurance	Salary Increase	Property Insurance	Auto Insurance	Total	
FY2022-23	\$394,901	\$302,887	\$4,284	\$15,227	\$1,992,587	\$16,317	\$3,441	\$2,729,644	
FY2023-24	\$406,893	\$367,865	\$4,458	\$17,448	\$2,073,572	\$18,602	\$3,713	\$2,892,551	
INCREASE \$	\$11,992	\$64,978	\$174	\$2,221	\$80,985	\$2,285	\$272	\$162,907	

KEY:
 Information from Jerry Visco, Director of Human Resources
 Information from the FY2023-24 Supervisor of Elections Budget

* Calculation of budget percentage: \$162,907 / \$1,270,865 = 13%

B. FISCAL IMPACT ON LOCAL GOVERNMENTS:

1. Revenues:

None.

2. Expenditures:

The bill could have a minimal negative fiscal impact on local government expenditures. The bill requires the voter information cards that supervisors must issue to voters to contain new information. However, the authorization to provide authorizing certain notices on the county's or supervisor's website instead of in a newspaper of general circulation may result in cost savings.

Additionally, the bill requires clerks of court to report certain information to supervisors. This may increase workload and costs of reporting.

C. DIRECT ECONOMIC IMPACT ON PRIVATE SECTOR:

The bill increases the fine amounts that may be assessed against 3PVRO for failing to comply with certain statutory requirements. The bill also increases the fine thresholds for certain election law violations, which will financially impact those the fines are assessed against.

D. FISCAL COMMENTS:

None.

Select Year: 2022

The 2022 Florida Statutes (including 2022 Special Session A and 2023 Special Session B)

Title IX

ELECTORS AND ELECTIONS

Chapter 101

VOTING METHODS AND PROCEDURE

[View Entire Chapter](#)

101.657 Early voting.—

(1)(a) As a convenience to the voter, the supervisor of elections shall allow an elector to vote early in the main or branch office of the supervisor. The supervisor shall mark, code, indicate on, or otherwise track the voter's precinct for each early voted ballot. In order for a branch office to be used for early voting, it shall be a permanent facility of the supervisor and shall have been designated and used as such for at least 1 year prior to the election. The supervisor may also designate any city hall, permanent public library facility, fairground, civic center, courthouse, county commission building, stadium, convention center, government-owned senior center, or government-owned community center as an early voting site; however, if so designated, the sites must be geographically located so as to provide all voters in the county an equal opportunity to cast a ballot, insofar as is practicable, and must provide sufficient nonpermitted parking to accommodate the anticipated amount of voters. In addition, a supervisor may designate one early voting site per election in an area of the county that does not have any of the eligible early voting locations. Such additional early voting site must be geographically located so as to provide all voters in that area with an equal opportunity to cast a ballot, insofar as is practicable, and must provide sufficient nonpermitted parking to accommodate the anticipated amount of voters. Each county shall, at a minimum, operate the same total number of early voting sites for a general election which the county operated for the 2012 general election. The results or tabulation of votes cast during early voting may not be made before the close of the polls on election day. Results shall be reported by precinct.

(b) The supervisor shall designate each early voting site by no later than the 30th day prior to an election and shall designate an early voting area, as defined in s. [97.021](#), at each early voting site. The supervisor shall provide to the division no later than the 30th day before an election the address of each early voting site and the hours that early voting will occur at each site.

(c) All early voting sites in a county shall allow any person in line at the closing of an early voting site to vote.

(d) Early voting shall begin on the 10th day before an election that contains state or federal races and end on the 3rd day before the election, and shall be provided for no less than 8 hours and no more than 12 hours per day at each site during the applicable period. In addition, early voting may be offered at the discretion of the supervisor of elections on the 15th, 14th, 13th, 12th, 11th, or 2nd day before an election that contains state or federal races for at least 8 hours per day, but not more than 12 hours per day. The supervisor of elections may provide early voting for elections that are not held in conjunction with a state or federal election. However, the supervisor has the discretion to determine the hours of operation of early voting sites in those elections.

(e) Notwithstanding the requirements of s. [100.3605](#), municipalities may provide early voting in municipal elections that are not held in conjunction with county or state elections. If a municipality provides early voting, it may designate as many sites as necessary and shall conduct its activities in accordance with the provisions of paragraphs (a)-(c). The supervisor is not required to conduct early voting if it is provided pursuant to this subsection.

(f) Notwithstanding the requirements of s. [189.04](#), special districts may provide early voting in any district election not held in conjunction with county or state elections. If a special district provides early voting, it may designate as many sites as necessary and shall conduct its activities in accordance with the provisions of paragraphs (a)-(c). The supervisor is not required to conduct early voting if it is provided pursuant to this subsection.

(2) During any early voting period, each supervisor shall make available the total number of voters casting a ballot at each early voting location and the total number of vote-by-mail ballots received under s. [101.69\(2\)](#) during the previous day. Each supervisor shall prepare an electronic data file listing the individual voters who cast a ballot during the early voting period. This information shall be provided in electronic format as provided by rule adopted by the division. The info

Efficiency Worksheet

Early Voting (F.S.S. 101.657)									
	Days	Hours	Polling Locations	Hours per location	Number of Elections	Total Hours	People Per Location	Pay Per Person	Cost per cycle
Brevard Actuals	13	9.5	10 ¹	123.5	3	3705	7 ³	\$15 ⁴	\$389,025
State Required	8	8	8 ²	64	3	1536	7 ³	\$15 ⁴	\$161,280
								Potential Savings	\$227,745

¹ votebrevard.org/Election-Information/Early-Voting

² F.S.S. 101.657 (1)(a)

³ votebrevard.gov/Poll-Workers/Poll-Worker-Information

⁴ votebrevard.org - Do I get paid for being a Poll Worker?

Sample Ballots (F.S.S. 101.20)					
	Total ballots	Printing Cost / ballot	Postage Cost / ballots	Number of elections	Cost ²
Brevard				3	
E-mail ¹			0	3	\$0
				Potential Savings²	

¹ Permitted by F.S.S. 101.20

² staff time not included in either of these calculations

Select Year: 2022

The 2022 Florida Statutes (including 2022 Special Session A and 2023 Special Session B)

[Title IX](#)

ELECTORS AND ELECTIONS

[Chapter 101](#)

VOTING METHODS AND PROCEDURE

[View Entire Chapter](#)**101.20 Publication of ballot form; sample ballots.—**

(1) Two sample ballots shall be furnished to each polling place by the officer whose duty it is to provide official ballots. The sample ballots shall be in the form of the official ballot as it will appear at that polling place on election day. Sample ballots shall be open to inspection by all electors in any election, and a sufficient number of reduced-size ballots may be furnished to election officials so that one may be given to any elector desiring same.

(2)(a) Upon completion of the list of qualified candidates, a sample ballot shall be published by the supervisor in a newspaper of general circulation in the county, before the day of election.

(b) In lieu of the publication required under paragraph (a), a supervisor may send a sample ballot to each registered elector by e-mail at least 7 days before an election if an e-mail address has been provided and the elector has opted to receive a sample ballot by electronic delivery. If an e-mail address has not been provided, or if the elector has not opted for electronic delivery, a sample ballot may be mailed to each registered elector or to each household in which there is a registered elector at least 7 days before an election.

*History.—*s. 5, ch. 26870, 1951; s. 8, ch. 57-166; s. 9, ch. 65-380; s. 1, ch. 75-174; s. 16, ch. 77-175; s. 2, ch. 2013-192; s. 12, ch. 2019-162.

C. Supervisor of Elections
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1. Membership Fees:

- a. In the past two fiscal years, did you incur any expenses related to:
 - i. Association or membership fees?
Yes
 - 1. If so, to what specific organizations and how much?

Description	FY22	FY23
Florida Supervisor of Elections (FSE)	\$ 3,247.56	\$ 3,480.22
Civilian Military Community Relations Council	\$ 400.00	\$ 400.00
The Election Center	\$ -	\$ 645.00
Florida Governmental Finance Officers Association	\$ 50.00	\$ 50.00
Information Systems Audit and Control Association	\$ 71.00	\$ 71.00
Society for Human Resource Management	\$ 229.00	\$ 229.00

- ii. Lobbying expenditures, either state or federal?

No

- 1. If so what was the purpose for these services, and what was the cost?

2. Travel:

- a. What are your itemized expenditures relating to travel costs, including but not limited to:
 - 1. Hotels (name and address)
 - 2. Flights
 - 3. Per diem
 - 4. Mileage
- b. Please provide employee title, justification for travel, and cost.

Hotel name and address unknown for upcoming conferences

Flight unknown

**Meals - \$6/breakfast; \$11/Lunch; \$19/Dinner
(when not otherwise provided)**

Mileage reimbursement \$0.585

Conferences/Travel for FY23-24:

- FSE Summer Conference
- FSE Winter Conference
- Joint Election Officials Liaison Conference
- Tallahassee Legislative Day
- Society for Human Resource Management
- Florida Governmental Finance Officers Association

1 or more of the following employees:

- Supervisor of Elections
- Chief Deputy
- IT Director
- Communications Director
- Sr. Administrative Supervisor
- Finance Director

3 Mailings:

a. In the past two fiscal years, did you send out any mailings to more than 500 citizens at a time?

Yes

i. If so, how many distinct mailings and how many pieces in each mailing?

1. What was the cost for printing each mailing?
2. What was the cost for postage for each?

<u>Statute</u>	<u>Mailing</u>	<u>Qty</u>	<u>Cost</u>	
101.20(6)	Sample Ballots - printing	Muni 2021	20,115	4,906.17
101.20(6)	Sample Ballots - postage	Muni 2021		2,659.05
101.20(6)	Sample Ballots - printing	Palm Bay 2022	81,699	15,931.31
101.20(6)	Sample Ballots - postage	Palm Bay 2022		7,738.06
101.20(6)	Sample Ballots - printing	Primary 2022	455,000	104,650.00
101.20(6)	Sample Ballots - postage	Primary 2022		52,250.00
101.20(6)	Sample Ballots - printing	General 2022	459,481	96,904.54
101.20(6)	Sample Ballots - postage	General 2022		48,205.20
101.64/101.65	Mail Ballots - printing	Palm Bay 2022	25,445	5,131.14
101.62(4)(a)/101.62(4)(b)	Mail Ballots - postage	Palm Bay 2022	25,507	11,769.85
101.64/101.65	Mail Ballots - printing	Primary 2022	137,567	27,513.00
101.62(4)(a)/101.62(4)(b)	Mail Ballots - postage	Primary 2022	130,693	64,520.69
101.65 (6)	Mail Ballots - postage insert	Primary 2022	150,000	8,550.00
101.64/101.65	Mail Ballots - printing	General 2022	272,513	54,502.60
101.62(4)(a)/101.62(4)(b)	Mail Ballots - postage	General 2022	127,400	62,893.14
101.65 (6)	Mail Ballots - postage insert	General 2022	200,000	11,400.00
Charter	Barefoot Bay Notice - printing	Muni 2021	5,121	1,207.80
Charter	Barefoot Bay Notice - postage	Muni 2021		2,184.02
Charter	Barefoot Bay Notice - printing	General 2022	5,181	1,243.44
Charter	Barefoot Bay Notice - postage	General 2022		2,361.30
100.25	Notice of Elections - printing	Muni 2021	1,495	971.91
100.25	Notice of Elections - postage	Muni 2021		637.59
97.071	Voter Information Cards - printing	Redistricting 2022	450,535	67,129.72
97.071	Voter Information Cards - postage	Redistricting 2022		192,326.06
97.071	Voter Information Cards - printing	FY22	83,294	12,410.81
97.071	Voter Information Cards - postage	FY22		35,556.85

Statute	Mailing		Qty	Cost
97.071	Voter Information Cards - printing	FY23	68,292	11,138.14
97.071	Voter Information Cards - postage	FY23		31,478.46
101.71(2)	Polling Place Change Notices - printing	General 2022	2,717	1,070.45
101.71(2)	Polling Place Change Notices - postage	General 2022		1,281.72
98.065/98.0655/98.075	ACFN, ACR, ACN, PACR - printing	FY22	41,051	11,603.68
98.065/98.0655/98.075	ACFN, ACR, ACN, PACR - postage	FY22		18,467.93
98.065/98.0655/98.075	ACFN, ACR, ACN, PACR - printing	FY23	45,199	12,016.87
98.065/98.0655/98.075	ACFN, ACR, ACN, PACR - postage	FY23		20,334.02
101.68(4)(a)	Signature Cure Letters - printing	FY23	1,152	1,463.04
101.68(4)(a)	Signature Cure Letters - postage	FY23		557.25
101.68 (4)(h)	Mail Ballot Rejection Letters - printing	FY23	920	1,168.40
101.68 (4)(h)	Mail Ballot Rejection Letters - postage	FY23		443.69

ii. What was the nature of each mailing? (or provide a copy of each mailing)

1. Were there any un-mandated inserts included in these mailings?

No

iii. Were the mailings required by state or federal law? (For example, the Property Appraiser is required per

F.S. 200.065(2)(B) to mail TRIM notices 55 days after certification of value)?

Statute numbers included on chart above

iv. Was your name or likeness printed on the mailings?

Yes

4 Vehicles:

a. In the past two fiscal years, did you use any approved funds for take home vehicles?

No

i. Were the vehicles procured through the state contract?

No

ii. How many are subject to federal income tax?

None

iii. Could you provide a detailed list of staff using the vehicles?

1. Title and position

N/A

2. What is the justification for these staff having these vehicles?

N/A

3. Do you have any policies for assigning take home vehicles?

N/A

iv. What types of vehicles are they?

N/A

1. What year?

N/A

v. Does the County charge for the maintenance of the vehicles?

N/A

vi. As an alternative, do you offer vehicle allowances?

N/A

1. To whom? (position and title)

N/A

2. How much are the allowances?

N/A

5. Capital Expenses and Contracts:

a. In the past two fiscal years, have you spent any of your approved budget on:

i. Capital expenses?

Yes

1. If so, what were the projects and were their costs?

Description	Amount	Fiscal Yr
Lenovo ThinkCentre M70q	20,784.25	FY23
Secure Ballot Intake Stations	11,536.00	FY23
Computers		
Secure Ballot Intake Stations		

ii. Have you purchased any software or computer equipment?

Yes

1. If so, what was purchased and what was the cost?

Note: Computer equipment answered in the above

Description	ACTUAL	ACTUAL
	FY21/22	FY22/23
Clear Ballot Group	51,038.00	54,269.14
Enhanced Voting	8,980.00	13,470.00
EasyVote Easy Inventory	12,000.00	
Elections Audit Equipment		
ADA Accessible Voting Software License		
Inventory Control Software License		

iii. Outside Counsel?

Yes

1. If so, what was the justification and cost?

Canvassing Board Attorney & Office Attorney

iv. Outside consulting contracts

No

1. If so, what was the justification and cost?

v. Do you have procurement policies to ensure the competitive nature of your bids/contracts?

We follow the BOCC policy guidelines

1. If so, what are your policies?

6. Budget Adjustments:

a. After the BoCC approves your budget, is it your practice to move money from one category to another?

No

i. Do you make the public aware when this happens?

7. Wage Increases:

- a. How do you determine wage increases?
We follow the county's COLA increases
- b. Do you follow the County or State increases?
County

8. Employee Benefits:

a. Do you offer any additional employee benefits, such as another retirement fund aside from FRS, to employees?

Yes, we offer Nationwide as a part of the county's additional retirement benefit options

9. Contracted Employees:

a. Do you have any contracted employees?

No

i. What are the provisions of their contracts?

10. Grant Funding:

a. Have you received any grants from either governmental or non-governmental entities in the last two fiscal years?

Yes

b. If so:

- i. What government or non-government entity were these funds received from?
- ii. What was total amount of the grant?
- iii. What was the purpose of the grant funding?

Entity	Purpose	Amount	Fiscal Yr
Florida Dept Division of Elections	Elections Security	\$179,052.36	FY23
Florida Dept Division of Elections	Elections Enhancement Security	\$ 10,474.68	FY22
Florida Dept Division of Elections	Elections Enhancement Security ESF 4	\$ 32,752.13	FY22
Florida Dept Division of Elections	Network failover	\$ 2,985.00	FY22