



**BREVARD COUNTY SUPERVISOR OF ELECTIONS
FISCAL YEAR 2025-2026 BUDGET WORKSHOP**

Tim Bobanic, Supervisor
BREVARD COUNTY SUPERVISOR OF ELECTIONS
SPECIAL ELECTION - PRIMARY ELECTION COST ESTIMATE

Calculations Based On the Following Assumptions:

147 Precincts - 179,551 active registered voters; County Canvassing Board; 9 Early Voting Sites

Voter Turnout - 50% Precincts, 50% VBM & Early Voting

COMPENSATION

Staff overtime	10,000
Sub-Total	10,000

ELECTION WORKERS

Early Voting:

Temp Labor	348,000
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Election day:

Pollworker pay	196,195
Polling place reimbursement	3,815

Sub-Total 548,010

BALLOTS

VBM Ballot envelope sets	8,000	0.800	6,400
Sample Ballots	179,551	0.228	40,938
PSI	89,776	0.230	20,648
Ballot stock	40,000	0.073	2,900
Expressvote Cards			263

Sub-Total 71,149

LEGAL ADVERTISING

Fineline - NOE - Overseas	1,310
Fineline - NOE - House 32/Dist 19	27,670

Sub-Total 28,980

POSTAGE

USPS - NOE - Overseas	769	0.591	454
USPS - NOE - House 32/Dist 19	401,017	0.121	48,523
Sample Ballots	179,551	0.130	23,342
VBM Ballots	8,000	0.134	1,072
VBM Return	4,800	0.710	3,408

Sub-Total 76,799

SUPPLIES

Forms, seals, & etc	500
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Sub-Total 500

Total \$735,438

Tim Bobanic, Supervisor
BREVARD COUNTY SUPERVISOR OF ELECTIONS
SPECIAL ELECTION - GENERAL ELECTION COST ESTIMATE

Calculations Based On the Following Assumptions:

147 Precincts - 401,017 active registered voters; County Canvassing Board; 9 Early Voting Sites
 Voter Turnout - 50% Precincts, 50% VBM & Early Voting

COMPENSATION

Staff overtime	10,000
Sub-Total	10,000

ELECTION WORKERS

Early Voting:

Temp Labor	330,000
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Election day:

Pollworker pay	196,195
Polling place reimbursement	3,815

Sub-Total 530,010

BALLOTS

VBM Ballot envelope sets	15,000	0.800	12,000
Sample Ballots	401,017	0.228	91,432
PSI	200,509	0.230	46,117
Ballot stock	40,000	0.073	2,900
Expressvote Cards			263

Sub-Total 152,712

POSTAGE

Sample Ballots	401,017	0.130	52,132
VBM Ballots	15,000	0.134	2,010
VBM Return	3,000	0.710	2,130

Sub-Total 56,272

SUPPLIES

Forms, seals, & etc	500
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Sub-Total 500

Total \$749,494



SPECIAL ELECTION REIMBURSEMENT REQUEST FOR EXPENDITURES

DE Reference Guide 0005(Updated 03/23/2023)

These guidelines are for reference only. They are not to be construed as legal advice or representation. For any particular set of facts or circumstances, refer to the applicable state, federal law, and case law, and/or consult a private attorney before drawing any legal conclusions or relying upon this information.

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Authority for Reimbursement

Section [100.102, Florida Statutes](#), requires the State to reimburse a county for actual costs incurred to conduct a special primary and/or special (general) election as ordered pursuant to section [100.101, Florida Statutes](#).

Reimbursement Process

In order to be reimbursed:

- Reimbursement must be based on the actual expenses.
- Supervisor must file actual expenses (basis for reimbursement) with the county AND a copy with the Department of State.
- The Department of State must verify the expenses before payment can be authorized by the Department of Financial Services (DFS).

Reimbursement will be based upon a “first in, first out” completed submission basis.

Timeline

Table 1: Timeline	
Event	Response
Governor's Office issues Executive Order for Special Elections	Department of State (DOS) reaches out to respective counties affected by order Supervisor of Elections (SOE) submits estimated cost of conducting the special election to Department of State
Elections Preparations	SOE keeps detailed records of all expenses (see details on subsequent pages)
Special Primary and Special Election Days	SOE conducts the election(s)
SOE compiles request and files hard-copy of actual expenses upon which reimbursement will be based with county and mail hard-copy to DOS	DOS will review within 90 days of a completed submission. Factors that may delay or extend process: <ul style="list-style-type: none"> • Incomplete submission or lack of or insufficient documentation or incomplete • Disorganized request that makes it difficult to review and/or verify expenses • Insufficient legislative appropriations in FY to pay for the request. Reimbursement will roll over to next fiscal cycle in which there is appropriation
DOS may ask for additional documents	If requested, provide additional documentation
Final determination of verified expenses	If funds are available, payment is authorized through Department of Financial Services (DFS). If not, payment is rolled into next legislative appropriation.

Submission Packet and Verification Process

The Department of State is required to use the DFS Reference Guide for State Expenditures at https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2. The guide details the document requirements needed to verify and authorize payment. Be sure to submit the request in **full** AFTER the conclusion of both the special primary and special (general) election.

Do not submit a partial request after just the special primary election (unless no general election will be held). See Table 2: Special Election Reimbursement Checklist

Table 2: Special Election Reimbursement Checklist

<input type="checkbox"/>	Cover letter provided indicating that the expenses have been filed with the county governing body.
<input type="checkbox"/>	Include Federal Employer Identification Number (FEID)
<input type="checkbox"/>	Submit two paper hard copies of your reimbursement request by US mail, express carrier, or hand delivery: 1 copy for DOS records and 1 copy for DFS records
<input type="checkbox"/>	<p>Provide expenditure details</p> <ul style="list-style-type: none"> • Reimbursement will be made based on paid invoices/receipts • Include all expenses that were required solely for the special primary election and if applicable special (general) election. Refer to Tables 3 and 4 for reimbursable and non-reimbursable expenses. • Submit an itemized invoice for each expenditure category (see page 3), as well as a master invoice. • Identify only those portions of an invoice/receipt that directly relate to the state election when submitted for reimbursement on a consolidated invoice. For example, the state will not reimburse your entire monthly copier costs. However, you will be reimbursed for the per copy charges as long as you have tracked the number of copies made which specifically relate to the special election. • Provide justification for office supplies purchased for the special election. For example, if you bought one box of paper but only used two reams of paper from the box for the special election separate the cost per reams out of the total cost per box, and describe how these supplies were needed for the special election. Then you will be reimbursed the correct amount you used.
<input type="checkbox"/>	Every expenditure has documentation of purchase and proof of payment
<input type="checkbox"/>	Master invoice with expenses broken down by expenditure category
<input type="checkbox"/>	Separate itemized invoice for each Expenditure Category
<input type="checkbox"/>	Expenditure Category Invoice: Temporary Personnel
<input type="checkbox"/>	Expenditure Category Invoice: Overtime for fulltime employees
<input type="checkbox"/>	Expenditure Category Invoice: Poll Workers
<input type="checkbox"/>	Expenditure Category Invoice: Polling site rentals
<input type="checkbox"/>	Expenditure Category Invoice: Public notices
<input type="checkbox"/>	Expenditure Category Invoice: Telephone Costs
<input type="checkbox"/>	Expenditure Category Invoice: Permits
<input type="checkbox"/>	Expenditure Category Invoice: Travel
<input type="checkbox"/>	Expenditure Category Invoice: Office Supplies
<input type="checkbox"/>	Expenditure Category Invoice: Mail-outs
<input type="checkbox"/>	Expenditure Category Invoice: Ballots

Contact Information

Direct documentation and questions about reimbursement to:

- Director's Office, Division of Elections – c/o Fiscal Unit
- Usha.Putcha@dos.myflorida.com (fiscal administrator); alternatively Maria.Matthews@dos.myflorida.com or Amber.Marconnet@dos.myflorida.com
- Documentation should be uploaded through the secure FTP site on the SOE Portal or alternatively be mailed to Director's Office, Division of Elections, 500 S. Bronough St., Rm. 316, Tallahassee, FL 32399-0250

Reimbursable and Non-Reimbursable Expenses

The State will only reimburse costs solely caused by or for conducting the special election. Refer to Tables 3 and 4 below.

Table 3: Reimbursable Expenses	
Costs to County	Documentation Required
Temporary personnel	Copies of payroll registers. Must include gross salary, fringe benefits (if any), deductions (if any), hours worked times rate of pay, and net pay.
Overtime for full time employees	Copies of payroll registers. Must include gross salary, fringe benefits (if any), deductions (if any), hours worked times rate of pay, and net pay.
Poll workers	Hours worked, rate of pay & net pay per poll worker; If poll workers are not paid hourly, then information on type of position worked and rate of pay must be included.
Polling site rentals	Invoices and proof of payment
Public notices	Newspaper clipping/newspaper invoice and proof of payment
Telephone costs	Bills with special assessments and proof of payment
Special permits	Vehicle rental, street closing permits, etc. and proof of payment
Travel	Invoice and proof of payment. Note: the state will reimburse travel costs based on DFS per-mile calculations
Office Supplies	Invoices, proof of payment, and justification
Mail-outs	Number of units mailed, sample item mailed, mailing cost per item, and proof of payment (printout from postage meter)
Printing ballots	Invoices and proof of payment
Adopt-A-Precinct	A breakdown of use of funds. Including copies of payroll registers hours worked times rate of pay, and net pay. In some case's gross salary, fringe benefits (if any), deductions (if any), may be requested.

Table 4: Non-Reimbursable Expenses	
Costs to County	Reason
Food or Bottled Water	Item not required for conduct of election
"I Voted" Stickers	Item not required for conduct of election
Expenses related to assembling reimbursement request	Item not required for conduct of election
Regular salary pay for employees	Expense not incurred solely due to special election
Election supplies that are reusable for future elections	Expense not incurred solely due to special election
Voting Machines	Expense not incurred solely due to special election

Examples of Invoice Summaries



SUPERVISOR OF ELECTIONS, TIM BOBANIC

FY 2025-26 BUDGET PROJECTIONS

The office of the Supervisor of Elections projects a FY2025-26 budget request of \$7,170,665, which will be a 6.94% increase from the 2024-25 approved budget. There are several important factors within this increase. Health Insurance, worker's comp rates as well as property, auto and liability insurances account for \$118,858 or 1.78% of the increase. This is in addition to this office's need to replace the EVID voter check-in stations.

Additional budget information will be available after the legislative session has completed and all election related bills are reviewed for additional unfunded mandates from the Florida Legislature.

Mailing Address

PO Box 410819
Melbourne, FL 32941-0819
Toll Free: (800) 579-4780

Supervisor of Elections - Titusville

400 South Street
Suite 1F
Titusville, FL 32780-7610
Telephone: (321) 264-6740
Fax: (321) 264-6741

Supervisor of Elections - Viera

2725 Judge Fran Jamieson Way
Building C, Suite 105
Viera, FL 32940-6605
Telephone: (321) 633-2124
Fax: (321) 633-2130

Supervisor of Elections - Melbourne

1515 Sarno Road
Building A
Melbourne, FL 32935-5293
Telephone: (321) 255-4455
Fax: (321) 255-4401

Supervisor of Elections – Palm Bay

450 Cogan Drive SE
Palm Bay, FL 32909-6869
Telephone: (321) 952-6328
Fax: (321) 952-6332

(321) 290-VOTE (8683)
VoteBrevard.gov

Quote for Supplement to EViD Sale & License Agreement

ADDENDUM FOR Delivery # 10

Customer: Brevard County Supervisor of Elections

Quote Date: February 06, 2025 | **Reference Agreement:** July 26, 2011

VR Systems, Inc. ("VRS"), 3773 Commonwealth Blvd, Tallahassee, Florida, 32303, and the Customer agree that, when this Supplement is signed by the Customer and by VRS, the following terms and conditions will apply to the products designated in the Schedule of Products. VRS will (a) furnish the EViD Stations, EViD Software and Third-Party Software designated therein to Customer, (b) sell the EViD units to Customer, (c) grant Customer nontransferable, nonexclusive licenses to use the EViD Software, and (d) provide certain services related to the licensed EViD Software, all as described in the Reference Agreement between VRS and Customer. Customer and VRS each acknowledges that it has read this Supplement and the Reference Agreement, understands them, and agrees to be bound by their terms and conditions. Prices in effect until May 31, 2025.

Schedule of Products

Quantity	Description	Price	Total Price
491	EViD Edge Unit	\$2,095.00	\$1,028,645.00
491	Trade-in Credit (EViD Compact Unit without HRP)	\$(200.00)	\$(98,200.00)

Total Addendum: \$930,445.00

Payment is due when Customer takes receipt of Shipment. Annual software maintenance for individual EViD units on this addendum will be \$120.00 for 2025/2026 renewals, due on the anniversary of delivery of units. Annual software maintenance fee for the EViD/VR Systems Interface License is referenced in the original Reference Agreement.

Agreed By:

Mindy J. Perkins
President & CEO, VR Systems, Inc.

Tim Bobanic
Brevard County Supervisor of Elections

Date: _____

Date: _____



Description of EViD Equipment (Replaces Exhibit B from the Reference Contract)

EViD Voter Check-In Station* - EViD Edge

1. Base Configuration of Equipment- Main Unit (EViD Edge) includes:
 - a. Ruggedized Tablet Computer
 - i. Intel Quad-Core Atom Processor
 - ii. 10.1" Capacitive Touchscreen
 - iii. 4 GB RAM
 - iv. 64 GB eMMC Solid State Drive
 - v. One (1) Standard USB port
 - vi. One (1) micro SD slot
 - vii. Integrated Wi-Fi Wireless Adapter
 - viii. Integrated Bluetooth Wireless Adapter
 - ix. Removable Lithium Ion Battery
 - x. Integrated Barcode Scanner
 - xi. Hand Strap
 - xii. Protective Bumpers
 - b. Adjustable-Angle Tablet Stand / Docking Station
 - i. Four (4) Standard USB ports
 - ii. One (1) Ethernet port
 - iii. Main Power Port
 - iv. Receipt Printer Power Port
 - v. Tablet Docking Port
2. Peripheral Equipment for Main Unit (EViD Edge) includes:
 - a. Power Adapter for Stand, Tablet, and Receipt Printer
 - b. Power Cable to Power Receipt Printer from Stand
 - c. Power Adapter for Tablet Only
 - d. 3" Thermal Receipt Printer/Label Printer w/Bluetooth & USB connectivity, removable battery, belt clip, and Power Adapter for Receipt Printer Only
 - e. Driver License Holder
3. Carrying Case: Hard-Shell Carry/Storage Case with handle and form fitted foam insert to accommodate one (1) Main Unit and all peripherals

***The license fee for each copy of the EViD Check-in Software is included in the price of the EViD Check-in Station.**

Each EViD Station includes Microsoft Windows 10 Enterprise LTSC 2019 which is Third-Party Software furnished "as is" subject to the manufacturer's license agreements.

The EViD Edge Advantage

The purpose-built EViD Edge holds many specific advantages over commercial off-the-shelf tablets such as the Microsoft Surface and the Apple iPad.

1. The EViD Edge is Purpose-built.

Built by VR Systems as an electronic pollbook, the EViD hardware and software come from

one source - VR Systems. The EViD Edge was never intended to operate as anything other than an electronic pollbook. We do not buy commercial tablets developed for the public at large and attempt to fashion it into a pollbook. VR systems has more than 30 years in the elections industry with 20 years supporting electronic pollbooks, and we put our knowledge and expertise to work. With the EViD Edge, we build a product from the ground up specifically with the pollworker in mind.



2. Swappable Battery

The EViD Edge is the only tablet-style electronic pollbook with a swappable battery. Commercial tablet devices, such as iPads, are notorious for batteries that fail over time. When the batteries become inoperable they must be returned to factory repair. Usually this results in a cost prohibitive repair, in turn making the tablet a "consumable" as it is cheaper to replace the device. In the case of the EViD Edge, if the battery performance starts to decline the user can easily replace the battery in under a minute. The user can also have extra batteries on hand in a charger, ready if needed.

3. Dedicated 2D Barcode Scanner

The EViD Edge uses a dedicated 2D Barcode scanner from Honeywell, the leading manufacturer of barcode scanners. Other pollbooks use cameras designed to take pictures as a capture device. The devices take a photo of the ID/drivers license and then convert the photo to data, parse that data, and attempt to select the correct voter from the database. This process has many moving parts. The EViD Edge uses a superior technology which reads the data with a near immediate 2D scan, no focus required, and matches that data to the voter record in the database. The dedicated 2D scanner also enables a smooth "walking the line" process and curbside check-in because it does not need to be stationary to enable camera focus or require additional devices to create a workable focal length.



4. Wireless and Wired

The EViD Edge can be operated in either a wired or wireless environment. VR Systems provides its customers with a professional and comprehensive documentation package that covers all aspects of the EViD operation including how to convert the EViD Edge from a wireless to a wired solution.

5. Mobile Capable

The EViD Edge has a thermal receipt/label printer that can be operated while attached to an operator's belt or a shoulder strap. This feature enables the "walk the line" and curbside voter check-in modes by making the entire EViD Edge a mobile-ready unit.

6. Additional Security Layers

The EViD Edge has an added physical security layer not incorporated in most commercial pads. Any of the EViD Edge ports can be used to load an initial encryption key. This physical loading minimizes the chance of interference that sometimes happens during a "push-style" load, which holds the potential for interception that could jeopardize the security of your system. In addition, push loaded software for electronic pollbooks has been a source of weakness in some jurisdictions across the U.S. Without an ability to validate the load with a key or thumb drive, this weakness will remain.

7. Docking Station

The EViD Edge stand is a durable, well-designed docking station. The EViD features one USB port on the pad and additional ports on the docking station. One key difference between the EViD docking station as compared to other stands is that EViD uses push pins that are resistant to failure and less likely to wear out. In addition, all charging and data flows through the pushpins, creating a more durable interface with no cumbersome wires from the stand to the tablet.



8. Rugged Design

The EViD Edge is designed with the pollworker in mind. For example, it features padding on the corners that are specially designed to withstand accidental drops. The EViD Edge also incorporates a hand strap across the back of the tablet to enable mobility. The three-position stand / pad positioning minimizes handling. The pushpin interface on the docking station enables an easy docking operation that is intuitive to the operator.



9. Industry-Leading Guarantees

VR Systems is proud to guarantee a support life cycle of a minimum of 10 years for the EViD Edge. We are able to offer this support because this product is built specifically for us. Commercial off-the-shelf tablets have a life expectancy of around five years with product variations introduced every year or sooner. If you have a commercial tablet and need to purchase more later, chances are the models will be different. Plus, the EViD Edge comes with a two-year warranty, while commercial devices do not.

10. Fully Interoperable

The EViD Edge works seamlessly with all models of the EViD line.