



**MIAMI-DADE COUNTY  
FINAL OFFICIAL MINUTES  
Mayor's Elections Advisory Group**

Miami-Dade County Elections Department  
2700 NW 87 Avenue  
Miami, Florida 33172

December 14, 2015  
As Advertised

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Board of County Commissioners

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CLERK'S SUMMARY AND OFFICIAL MINUTES  
MAYOR'S ELECTIONS ADVISORY GROUP  
December 14, 2015

The Mayor's Elections Advisory Group (EAG) convened at 9.30 a.m. on December 14, 2015, at Miami-Dade's Elections Headquarters, 2700 NW 87 Avenue, Conference Room B, Doral, Florida 33172, there being present Members: Miami-Dade County Mayor Carlos Gimenez, Commissioner Daniella Levine Cava, Mr. Robert Fernandez, Mr. Tony Lima and Ms. Lovette McGill (Members Commissioners Dennis C. Moss and Rebeca Sosa, Mr. Kendall Coffey, City of Miami Gardens Mayor Oliver G. Gilbert III and Mr. Daniel Tapia were absent).

The following staff members were also present: Deputy Mayor Alina Hudak, Deputy Supervisor of Elections Christina White; Deputy Supervisor of Elections - Governmental Affairs Carolina Lopez; Deputy Supervisor of Elections - Operations Rosy Pastrana; Assistant Deputy Supervisor Electronic Voting Robert Vinock; Special Projects Administrator 2 for Elections Vivian Suarez; Paulette Acevedo and Mark Overton, Office of the Mayor; Heather Needelman, Legislative Aide for Commission District 4; and Deputy Clerk Kerry Khunjar.

## **WELCOME**

Mayor Gimenez called the meeting to order at 9.49 a.m. and welcomed everyone in attendance. He stated the intent of today's (12/14) meeting was to discuss and provide a progress update to the EAG regarding preparations made thus far by the Miami-Dade Elections Department (MDED) for the upcoming November 2016 election cycle. He introduced Ms. Christina White to the members and noted that Ms. White would assume the duties of Supervisor of Elections upon Ms. Penelope Townsley's retirement in May 2016. Mayor Gimenez spoke of plans to increase the number of early voting sites from 20 to 30 for the Presidential General Elections held in November 2016, pursuant to EAG recommendations and invited Ms. White to proceed with her presentation to the group.

Ms. White briefly introduced herself to the members and voiced her enthusiasm regarding the improvements made to date in preparation for the November 2016 election cycle. With the aid of a PowerPoint presentation she proceeded to provide a progress update and an oral report on the status of recommendations made by the EAG highlighting:

- ~ Creation and Purpose of the Mayor's Elections Advisory Group (EAG);
- ~ EAG Recommendations (2013);
- ~ Status of EAG Recommendations (2015); and
- ~ March 15, 2016 Presidential Preference Primary (PPP) election.

## **CREATION AND PURPOSE OF THE MAYOR'S ELECTIONS ADVISORY GROUP (EAG)**

Ms. White provided a brief explanation regarding the formation of the EAG, noting that the group was formed after the 2012 Presidential General Election to address challenges presented during the election process.

**EAG RECOMMENDATIONS (2013) AND STATUS OF EAG RECOMMENDATIONS (2015)**

Ms. White noted that there were seven recommendations made by the EAG and provided status updates regarding each recommendation.

**1. Limiting Ballot Length**

Ms. White reported that the recommendation made by the EAG to limit the ballot length was successfully completed with the passing of recent legislature, Florida Senate House Bill (HB) 7013, which restricts the title of the ballot to 15 words and the ballot summary to 75 words in length. She added that the Board of County Commission (BCC) had also implemented legislation which limited the number of County questions on any general election ballot, including presidential elections, to 3.

Commissioner Levine Cava inquired if there were any County questions that were already approved to appear on the November 2016 Presidential election ballot.

Ms. White advised the group members that while no questions had been approved for the ballot to date, there was one question regarding special taxing districts that was still being vetted.

**2. Expanding the Use of County Employees**

Ms. White noted that each polling precinct would be staffed by at least 1 County employee whose primary responsibilities would include providing technical support, transporting the elections results at the end of the day and being the "eyes and ears" of the operation, reporting issues such as long lines or equipment malfunction to the elections headquarters.

**3. Improving technologies for enhanced processes**

Ms. White expressed her enthusiasm regarding the introduction and implementation of the electronic voter check-in equipment (EVIDs). She explained that the prior paper/manual method was time consuming and contributed to the creation of "bottlenecks" at the last presidential election. Ms. White noted that EVIDs have been used by MDED since August 2014 and had reduced the processing wait time by at least 25 percent.

Ms. White advised the group members that MDED had acquired an additional absentee ballot inserter and sorter which she anticipated would double productivity and act as a backup in the event of equipment malfunction or breakdown.

**4. Increasing the number of early voting sites**

With regards to the EAG's recommendation to increase the number of early voting sites, Ms. White reported that House Bill 7013 permitted Supervisors of Elections the discretion to utilize 14 full days of early voting, including the Sunday before Election Day. She advised the group members that the number of early voting sites had been increased in accordance with the type of election, with 20 sites allocated for PPPs, primaries and special Countywide elections; 25 sites for Gubernatorial General elections and 30 sites for Presidential General elections.

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**5. Establishing performance measures for wait times**

Ms. White told the group members that the County would be implementing a process used during early voting to determine wait times during the upcoming November 2016 election cycle. She noted that the model was piloted during the Municipal elections in November 2015 and required the poll deputy to distribute an "Election Day Wait Time Indicator" form on an hourly basis to the last person in line at the precinct to measure the length of time it took the individual to arrive at the "Check In" point. Ms. White informed the group that the EVIDs were also equipped with a module that allowed representatives to input wait times on an hourly basis which would then be collected and assessed by MDED.

Commissioner Levine Cava inquired if the information collected by MDED would be used for internal purposes only or be published to the public.

Ms. White explained that the information collected on Election Day would be used by MDED for tracking purposes only and clarified that "wait time" information was available online to the public during the early voting period.

**6. Effectuating a comprehensive re-precincting process**

Ms. White spoke about MDED's efforts to address the EAG's recommendation to effectuate a comprehensive re-precincting process and reported that MDED had since reduced large precincts, eliminated split precincts and replaced small precincts incapable of handling large voter turnout. She noted that the process was performed in two different phases and provided a brief review of the phases for the group.

Ms. White advised the group members that new voter information cards and a notice regarding the changes to precincts and polling locations were mailed to all voters in August 2015 and a subsequent reminder notice to affected households/voters would be mailed mid-January 2016.

Ms. White reviewed the various mediums employed by MDED's "Be Election Ready" outreach campaign.

Commissioner Levine Cava and Ms. McGill requested a copy of the PowerPoint slide/photograph illustrating MDED's "Be Election Ready" outreach campaign for distribution purposes.

**7. Increasing the outreach services and supervised voting**

Ms. White reported that the EAG's final recommendation to increase outreach services and supervised voting was an ongoing initiative. She provided a brief review of the "supervised voting" efforts and explained that MDED representatives worked in conjunction with nursing homes and Assisted Living Facilities (ALFs) wishing to participate in the program to register residents to vote via absentee ballots. Ms. White, with the aid of the PowerPoint presentation, spoke about the number of voters assisted and the growth of the program since its inception in 2012.

Mr. JC Planas, representative for the Republican Party, inquired if a feasibility study had been conducted to determine the cost of providing supervised voting services at nursing homes and ALFs on a mandatory basis to combat voter fraud. He suggested MDED explore the option of securing funding from the State of Florida to develop a mandatory program which he believed would significantly reduce the incidence of overall absentee ballot voter fraud.

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Responding to Mr. Planas' suggestion to create a mandatory supervised voting program, Ms. White stated that she believed legislative action would be needed to modify the existing election code.

Commissioner Levine Cava voiced her support for Mr. Planas' suggestion and inquired if any other counties offered similar programs.

Ms. White explained that other large counties provided similar services and noted that MDED was required to provide the service only if a request was made by an institution where 5 or more voters expressed interest in the service. She added that MDED's outreach initiative was voluntary since the department was not required to adopt a proactive approach to promote the program.

Discussions ensued between Ms. White and Mr. Planas regarding absentee ballot voter fraud incidences occurring in nursing homes and ALFs.

Mayor Gimenez inquired if the incidences occurred at precincts or at facilities.

Mr. Planas spoke about prior incidences of voter fraud occurring at specific precincts involving a particular nursing home and noted that absentee ballot voter fraud occurred more frequently during primary elections than general elections.

Ms. White added that MDED had already begun the process of contacting every nursing home and ALF within the County about the supervised voting program.

Mayor Gimenez inquired about MDED's outreach initiative for the supervised voting program and questioned if MDED communicated directly with residents of nursing homes and ALFs or management at the facilities. He voiced his concerns about the role management played in the process and asked Mr. Planas if it was his experience that many issues arose because of the facility's involvement.

Mr. Planas acknowledged that in many instances the facility's activity director proved to be challenging.

Ms. White confirmed that MDED typically communicated directly with the facility's administrator or activity director during outreach efforts and during the planning phases of the process. She noted that MDED worked in collaboration with Florida Assisted Living Association (FALA) to offer continuing education classes/credits to the facility's owners and activity directors regarding absentee ballot voting. Ms. White stressed that MDED could not communicate directly with residents of the facility unless permitted by the administration.

Discussions ensued between Ms. McGill and Ms. White about the staff coverage for MDED's outreach department.

Ms. McGill acknowledged the outstanding performance of MDED's outreach department, but voiced her concerns regarding the fact that the department was staffed by only one employee and recommended increasing the number of employees assigned to outreach, particularly during election time.

Ms. White noted that MDED hired temporary employees in preparation for election cycles.

Ms. McGill reiterated her concerns regarding the staffing of MDED's outreach department and inquired about the amount of temporary employees MDED planned on hiring in preparation for the upcoming elections.

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Responding to Mayor Gimenez's and Ms. McGill's question regarding the number of temporary employees MDED planned on hiring to staff the outreach department, Ms. White explained that the unit was currently staffed by 3 employees, with plans to hire an additional 8. She noted that MDED also planned on hiring 14 employees to help with the supervised voting program.

Commissioner Levine Cava inquired about the procedure in place for "registering" individuals helping voters at the polls. She spoke about her personal observations in which the designated helper appeared to be advocating rather than helping the individual to vote and voiced her concerns regarding the process currently in place. Commissioner Levine Cava suggested MDED consider assigning staff to supervise the process.

Mr. Planas spoke about the challenges associated with regulating "voter assistance" and expressed his concerns regarding "serial" assistance guides.

Commissioner Levine Cava asked about the registration process for voter assistance guides.

In response to Commissioner Levine Cava's question, Mr. Planas explained that guides were required to sign a voter's assistance card. He reviewed alternative monitoring options such as limiting the number of individuals a guide could help to 5 or implementing policy where voters could only be assisted by people they knew.

Ms. White spoke about MDED's inability to monitor voter assistance guides since it was the voter's decision to choose who they wished to help them through the voting process.

Proceeding with the presentation, Ms. White highlighted the following topics:

- **Key Dates to remember pertaining to the upcoming PPP on March 15, 2016.**
- **Preparing for the PPP**
- **Historical turnout by voting method**
- **Absentee voting**

Mayor Gimenez asked about the steps taken by MDED to prevent people from voting multiple times.

Ms. White explained the measures taken by MDED to prevent people from voting more than once and noted that only the first "vote" was valid. She added that the "live" system would alert staff that a vote had been cast in a voter's name and a provisional ballot would be provided upon the voter's request/insistence.

- **Early voting**

Ms. White noted that 14 early voting days had been designated for the upcoming PPP with 20 sites located throughout the County. She spoke about the increased amount of time allocated to early voting given the fact that the number of hours for each early voting day was increased from four to eight.

Responding to Ms. McGill's request for clarification regarding the number of early voting sites, Mayor Gimenez explained that 30 early voting sites had been allocated for the Presidential Elections in November 2016.

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- **Early voting schedule for the PPP**
- **Optimizing the election-day experience**

Ms. White reviewed a flowchart illustrating the four simple steps voters must follow to cast their votes. She explained that MDED was focused on identifying areas in which delays occurred and finding solutions to ensure the process was efficient and would take no more than an hour to complete. Ms. White delineated the steps taken by MDED to reduce "bottlenecks" in the PowerPoint slide titled "Election Day Enhancements."

- **Election-day enhancements**

Ms. White identified the 4 election-day enhancements initiated by MDED to reduce the occurrence of "bottlenecks" as:

1. Reducing the number of registered voters assigned to specific precincts;
2. Implementing Electronic Check-in (EVID), with a third EVID assigned to precincts processing over 3500 voters. Ms. White noted the third EVID was intended to be used to process provisional ballots or individuals appearing with address changes and similar issues.
3. Modifying methodology behind privacy booth allocation; and
4. Shifting the emphasis from the voting machine.

Ms. White stated that most of the delays occurred at the privacy booth and as such MDED proposed increasing the number of privacy booths allocated to polling sites based on the length of the ballot. She noted that MDED along with Mr. Ray Scher, Assistant Director at Miami-Dade Office of Management and Budget (OMB), had developed a formula using data from mock and real elections, to determine the number of privacy booths required per election-day event based on the ballot size. Ms. White directed the group's attention to page 25 of the PowerPoint presentation and reviewed how the formula was used to determine the number of privacy booths needed.

Commissioner Levine Cava asked if it was MDED's responsibility to distribute sample ballots at the polls on election days.

Responding to Commissioner Levine Cava's question, Ms. White explained that while MDED was required to distribute a minimum amount of sample ballots on election days, the department had plans to supply each voter with a copy of the sample ballot upon arrival.

Mr. Robert Fernandez inquired about the voter turn-out percentage used by MDED to calculate the amount of privacy booths needed for the Presidential election in November 2016.

Ms. White explained that MDED was using a projected 40 percent voter turnout for the November 2016 elections to determine privacy booth allocations and noted that staff would be visiting polling stations during the PPP to determine the number of privacy booths that can be accommodated at each location.

Responding to Mayor Gimenez' question regarding MDED's back-up plan to handle EVID malfunctions, Ms. White advised the group members that the department was equipped with 40 "trouble-shooting" trucks equipped with power generators that could transport EVID units as needed in the event of any

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equipment failure or malfunction. She explained that the department no longer utilized books as backups but instead would have call centers in place to assist with issues on elections day. Ms. White noted that the voters would be required to fill out a special document to capture their signatures in the event of equipment failure.

Commissioner Levine Cava asked whether the recently enacted Florida Senate House Bill (HB) 7013 had already taken effect and its impact on ballots to date.

Ms. White pointed out that HB 7013 was passed in the last legislative session and would take effect in the upcoming general elections.

Mayor Gimenez inquired whether the EVIDs were connected to uninterruptible power supply (UPS) units in the event of a power outage.

Ms. White assured the group members that the EVIDs were all hooked up to UPS units that were capable of supplying power for approximately 20 minutes, until generators arrived.

- **Other election-day enhancements**

Ms. White explained the training of poll deputies on voter line management and the 100 feet "no-solicitation" zone.

- **Electronic Transmission from the polls**

Ms. White noted that the electronic transmission process was yet another initiative undertaken by MDED in an attempt to streamline procedures and report results faster. She reviewed the old method of transporting the results and explained while the process was effective, it was also labor intensive and time consuming. Ms. White provided a brief overview of how the electronic transmission process would function and spoke about the success of the pilot transmission conducted at the November 3, 2015 Municipal Elections. She advised the group that during the pilot transmission, the traditional means of transporting the results was still employed because some polling centers did not permit for the installation of private telephone lines or unforeseen issues with the telephone lines prevented the electronic transmission of the results.

Ms. White expressed her optimism that electronic transmission would increase the reporting of results by 95 percent for the majority of polling stations but acknowledged that MDED was prepared to utilize the traditional means of driving results in to collection centers as an alternative option. She noted that MDED anticipated having to drive results in for the PPP from 30 locations without telephone lines and other sites that may not have been outfitted with the necessary infrastructure in time for the elections.

Discussions ensued between Mayor Gimenez and Ms. White about the traditional "driving in" process and how the electronic transmission of results would ensure faster reporting of results.

Ms. McGill voiced her enthusiasm regarding the new electronic transmission of results procedure and its benefits to the election process. She commended MDED on all the advances made to date and the department's commitment to ensuring all the recommendations made by EAG were adopted and implemented.

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- **Focus of election ready outreach campaign**

Ms. White briefly addressed the key messages and outreach efforts utilized by MDED to communicate with the public. She noted that MDED was focused on encouraging residents to take advantage of early voting, to be aware of precinct changes and to be informed that the March 15, 2016 PPP was a closed primary election.

Mr. Daniel Tapia, Director of Government Affairs for Greater Miami Chamber of Commerce, requested Ms. White provide him with MDED's marketing materials so that it could be distributed via social media, newsletters and news outlets in an attempt to reach a wider demographic.

- **Beyond the PPP**

Ms. White spoke about MDED's plan to conduct mock elections following the PPP in March 2016 to help determine the length of time people spend in the privacy booths. She explained the information gathered from the mock elections would then be used by MDED in the allocation of resources. Ms. White reported that the School Board had also agreed to close schools for the Primary Elections on August 30, 2016 in addition to the General Election on November 8, 2016.

Discussions ensued among Commissioner Levine Cava, Ms. McGill and Ms. White pertaining to the convenience and benefits stemming from schools being closed on elections day.

Responding to Mayor Gimenez' question about restrooms, Ms. White assured the group members that restrooms would be available to the public on elections day.

Ms. White concluded the presentation by reviewing page 29 of the PowerPoint presentation highlighting MDED's decision to add 10 more early voting sites to provide relief to the most populous locations in the County and noted that all polling sites were chosen based on the availability of space to house the voting equipment and handle voter traffic and the ability to provide additional space as needed.

Discussions ensued between Ms. White and Mr. Mauk regarding the increase in voting capacity resulting from MDED's decision to utilize the full 14 days allowed for early voting and to increase the number of early voting sites from 20 to 30 for the Presidential General Elections in November 2016.

Mr. Mauk stated that he believed there would still be long wait times during the early voting period unless MDED encouraged residents to vote by mail. He also suggested implementing the same work flow process proposed for election-day during the early voting period. Mr. Mauk identified the printing and scanning of the ballots as the two main areas for improvements to prevent bottlenecks and delays in the elections process during the early voting period.

Responding to Mr. Mauk's suggestions and comments, Ms. White disclosed MDED's plans to rent 70 additional on demand ballot printers, bringing the total number of printers to 120.

Mayor Gimenez noted that ballots were printed on demand at early voting sites and was specific to each voter. He pointed out that the ballot for the last Presidential election was extensive and time consuming to print and along with other factors contributed to the long lines.

Mr. Mauk acknowledged the improvements made to date by MDED and recommended the department explore the utilization of larger polling sites to increase voting capacity.

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Mayor Gimenez pointed out that many voters may find it more convenient to vote on election-day than during the early voting period which may help control the lines and wait time. He spoke about the different initiatives and infrastructure put in place by MDED to eliminate or reduce the long lines and waiting time for voters during the early voting time frame and on election-day itself.

Mr. Mauk recommended Ms. White improve communication channels between voting sites and the main office. He noted that he had personally observed different instances where the polling staff was unable to contact the MDED's main office for assistance and guidance.

Ms. McGill inquired about the dates for the mock elections and asked who would be participating in the trials.

Ms. White advised the group that staff typically participated in the mock trials and no date had been selected.

Ms. McGill recommended MDED explore the possibility of using people from various demographics to participate in the mock elections to get a more realistic idea of the average voter's experience and offered to help source volunteers for the trial.

Commissioner Levine Cava pointed out that the mock elections could be used as a public relations tool to help disseminate information to the public.

Ms. Planas expressed concerns regarding correspondence sent from MDED to voters to provide an updated signature for records with no return envelope enclosed in the package.

Mayor Gimenez confirmed that the issue had been addressed and resolved, with any future correspondence requesting documentation from residents, to include return envelope and postage.

Discussions ensued between Ms. White and Mr. Knight regarding delays in the scanning process.

Ms. White explained that she believed a contributing factor to the bottlenecking that occurred at the 2012 Presidential election stemmed from the fact that the ballot was 6 pages in length. She voiced her optimism that there would not be long lines for the upcoming PPP and primary elections since the ballots were not anticipated to be lengthy. Ms. White assured the group members that MDED planned on re-evaluating the amount of scanners needed for the Presidential election in November after the PPP.

Mr. Mauk stated that he believed most scanner issues were a result of inadequate training.

Discussions ensued between Mr. Knight and Ms. White regarding his observations that staff at specific precincts chose to operate 1 scanner at a time, which contributed to the long lines.

Ms. White acknowledged the concerns shared by Mr. Mauk and Mr. Knight.

Ms. McGill commended Ms. White on her detailed presentation and thanked Mayor Gimenez for convening the EAG.

Mayor Gimenez invited everyone in attendance to join Ms. White on a tour of the facility upon conclusion of today's (12/14) meeting.

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**ADJOURNMENT**

There being no further business to come before the Mayor's Elections Advisory Group, the meeting adjourned at 10.55 a.m.



**Mayor's Elections Advisory Group  
MEAG  
December 14 , 2015**

Prepared by: Kerry Khunjar

**EXHIBITS LIST**

<b>NO.</b>	<b>DATE</b>	<b>ITEM #</b>	<b>DESCRIPTION</b>
1	12/14/15	-	Mayor's Elections Advisory Group Sign-In Sheet for 12/14/15 Meeting
2	12/14/15	-	Copy of PowerPoint Presentation entitled "Preparing for the 2016 Election Cycle"
3	12/14/15	-	Folder distributed at 12/14/15 MEAG Meeting containing copy of the Agenda, PowerPoint Worksheet and a memorandum from Ms. Townsley Re: Status Report – Preparation for 2016 Presidential Election Cycle
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**MIAMI-DADE ELECTIONS DEPARTMENT  
MAYOR'S ELECTIONS ADVISORY GROUP**

**DECEMBER 14, 2015**

**PLEASE SIGN BELOW**

PRINTED NAME	ORGANIZATION	SIGNATURE
Mayor Carlos Gimenez	Miami-Dade County	
Deputy Mayor Alina T. Hudak	Miami-Dade County	
Commissioner Daniella Levin-Cava	Miami-Dade County, District 8	
Commissioner Dennis C. Moss	Miami-Dade County, District 9	
Commissioner Rebeca Sosa	Miami-Dade County, District 6	
Coffey, Kendall	Coffey Burlington PL	
Fernandez, Robert H.		
Gilbert III, Oliver G.	Mayor, City of Miami Gardens	
Lima, Tony	SAVE <del>Dade</del>	
McGill, Lovette	Miami-Dade Chapter of A. Phillip Randolph Institute	
Tapia, Daniel	Greater Miami Chamber of Commerce	
White, Christina	Miami-Dade County	
Needelman, Heather	BCC Staff - Commissioner Hejran	



UPDATING THE MAYOR'S ELECTIONS ADVISORY GROUP:

# PREPARING FOR THE 2016 ELECTION CYCLE

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Presented by: Miami-Dade County Elections Department  
December 14, 2015

# Today's Agenda



- **Introduction by Mayor Gimenez**
- **Changes to the Elections Advisory Group Membership**
- **Introduction of Christina White, Supervisor of Elections Designee**
- **Scope of Today's Meeting – Preparing for 2016 Election Cycle**
- **Optional Tour of Facility**

# Creation and Purpose of the Mayor's Elections Advisory Group (EAG)

- Miami-Dade County experienced mass media attention during 2012 Presidential General Election (i.e. ballot length, State reduction of EV availability, ballot content).



- Miami-Dade County Mayor Carlos A. Gimenez established the EAG to:
  - Address challenges presented during the 2012 Presidential Election
  - Recommend legislative, technical, and operational enhancements
  - Ensure a smooth and pleasant voting experience in future elections

## EAG Recommendations (2013)

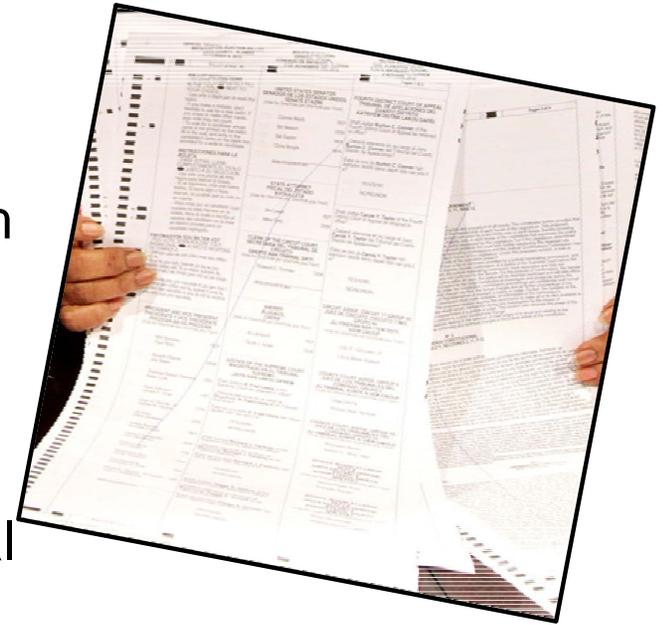
- Limit Ballot Length
- Use of County Employees
- Improve Technologies for Enhanced Processes
- Increase Early Voting Sites
- Establish Performance Measures for Wait Times
- Effectuate a Comprehensive Reapportioning Process/Future Growth
- Increase Supervised Voting and Outreach Services

## Status of EAG Recommendations (2015)

### Limit Ballot Length – **Accomplished**

The Florida Legislature passed HB 7013 to limit ballot language for constitutional amendments to a maximum of 15 words for title and 75 words for ballot summary.

The Board of County Commissioners (BCC) amended Section 2-1 of the Code to provide that no more than three countywide questions be placed on a presidential election ballot, unless overridden by a super majority.



## Status of EAG Recommendations (2015)

### **Expand Use of County Employees – Accomplished**

Since 2012, the use of County employees has increased to ensure effective management and accountability of polling place operations.

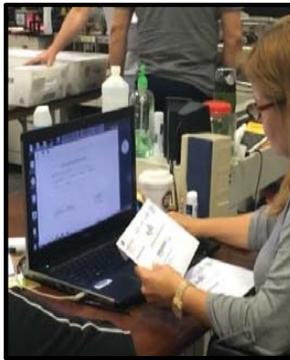
### **Improve Technologies for Enhanced Processes – Accomplished**

The voter check-in process on Election Day has been improved to incorporate Electronic Voter Check-In equipment (EVIDs) for faster processing and real-time registration database updates. Comprehensive poll worker training was involved.



The Department has also acquired technology to manage growing demand for absentee ballots:

- Faster absentee ballot processing technology
- Additional absentee ballot inserting and sorting equipment



## Status of EAG Recommendations (2015)

### **Increase Early Voting Sites – Accomplished**

House Bill 7013 increased the number of allowable sites and restored Early Voting (up to 14 full days allowed, including the Sunday before Election Day).

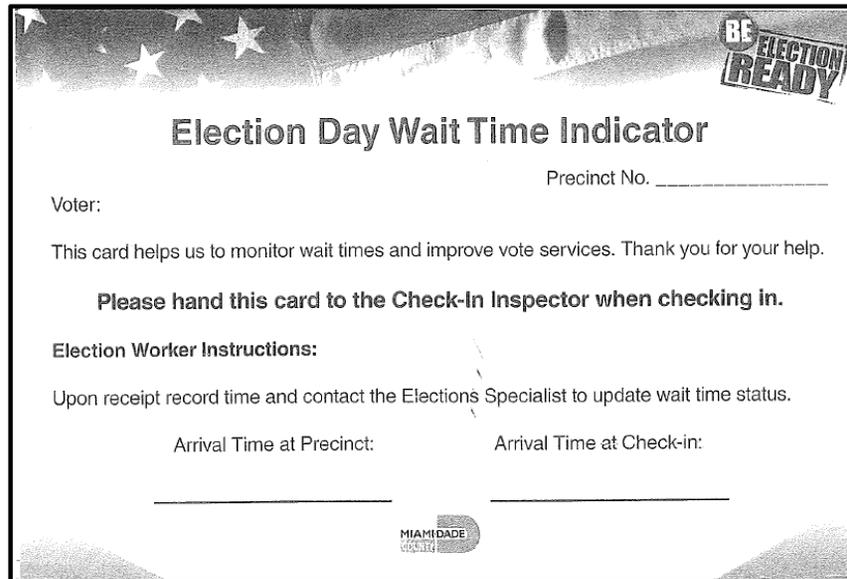
The County adjusted number of Early Voting sites to the type of election:

- 20 sites for Presidential Preference Primaries, Primaries, and Special Countywide Elections
- 25 sites for Gubernatorial General Elections
- 30 sites for Presidential General Elections

# Status of EAG Recommendations (2015)

## Establish Performance Measures for Wait Times – **Accomplished**

Developed a model to estimate Early Voting and Election Day wait times during high turnout elections. This was piloted in the November 3, 2015 Municipal Elections.



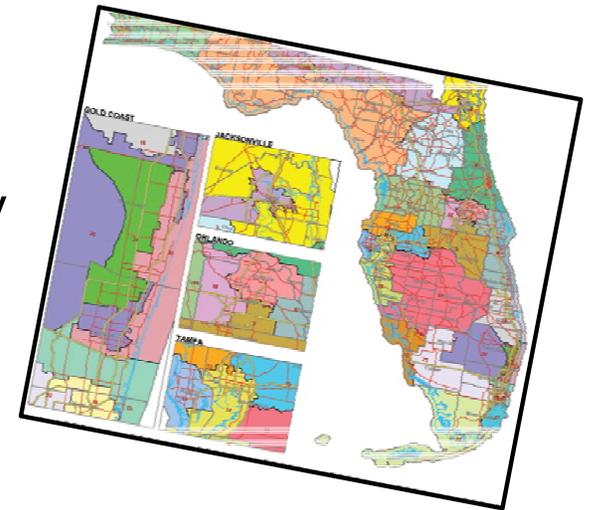
The image shows a card titled "Election Day Wait Time Indicator" with a decorative header featuring stars and the slogan "BE ELECTION READY". The card includes a field for "Precinct No." and a section for "Voter:" with instructions: "This card helps us to monitor wait times and improve vote services. Thank you for your help." Below this is a bold instruction: "Please hand this card to the Check-In Inspector when checking in." The "Election Worker Instructions:" section states: "Upon receipt record time and contact the Elections Specialist to update wait time status." At the bottom, there are two fields: "Arrival Time at Precinct:" and "Arrival Time at Check-in:", each followed by a horizontal line for recording the time. The Miami-Dade County logo is visible at the bottom center.

# Status of EAG Recommendations (2015)

## **Effectuate a Comprehensive Reapportioning Process** – **Accomplished**

The Department implemented a two-phase approach to:

- Reduce large precincts
- Eliminate split precincts with multiple ballot styles
- Address facilities that outgrew their natural capacity
- Account for voter movement and future growth throughout the County



## Reprecincting Phase 1 (effective June 2014)

- Assigned a new Election Day voting location for 5% of voters countywide
- Reduction of 17 precincts (from 829 to 812)
- Addition of 25 new voting locations (from 541 to 566)

## Reprecincting Phase 2 (effective August 2015)

- Assigned a new Election Day voting location for 12% of voters countywide
- Reduction of 29 precincts (from 812 to 783)
- Addition of 21 new voting locations (from 566 to 587)

## Net impact (Phase 1 and 2 combined)

- Reduction of 46 precincts
- Addition of 46 voting locations

<b>Sample Ballots and Voting Locations</b> Complete the form to see: <ul style="list-style-type: none"><li>• Where to vote on election day</li><li>• Sample ballots</li><li>• Upcoming elections</li></ul> You'll also be able to: <ul style="list-style-type: none"><li>• Request an absentee/mail ballot</li><li>• Review/update your voter registration information</li><li>• Check the status of your absentee/mail ballot</li><li>• Review your voting activity for the past 12 months</li></ul> <p><a href="#">If you are not registered to vote please fill out our voter registration form</a></p> <p><i>All items are required.</i></p> <ol style="list-style-type: none"><li>1. Voter's Last Name → <input type="text"/></li><li>2. Voter's Birth Date → <input type="text"/> MM/DD/YYYY</li><li>3. House Number of Voter's Residence Address → <input type="text"/></li></ol> <p><input type="submit" value="Submit"/></p>	<b>2014 General Election</b> → <a href="#">Sample Ballot</a> <b>Election Date</b> Tuesday, November 4, 2014 <b>Registration Closes</b> Monday, October 6, 2014 <b>Early Voting Starts</b> Monday, October 20, 2014 <b>Early Voting Ends</b> Sunday, November 2, 2014 <b>Would you like to request an absentee/mail ballot for this election?</b> <a href="#">Absentee/Mail Ballot Request</a> → Your precinct votes here on election day.  Wesley United Methodist Church 133 Ponce De Leon Blvd Miami FL 33135
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# Voters Notified

## First Notice to All Voters



miamidade.gov

**Elections**  
2700 NW 87th Avenue  
Miami, Florida 33172  
T 305-499-8683 F 305-499-8547  
TTY: 305-499-8480

June 20, 2014

### Important Notice Your Precinct Number, Polling Place, or Both Have Changed

Dear Voter:

The Miami-Dade County Elections Department has completed the precincting process that will be in effect for the August 26, 2014 Primary Election and the November 4, 2014 General Election.

**As a result, please be advised your precinct number, polling place, or both have changed. These changes were made to improve your voting experience.**

Enclosed is a new Voter Information Card. Please review it carefully to ensure you know where to vote on Election Day. In addition, please verify that all of the information displayed on your new Voter Information Card is correct. If any of the information needs to be updated, or should you have any questions regarding precincting, please contact the Miami-Dade Elections Department at 305-499-VOTE (8683).

The only thing left is to participate in the voting process. There are three ways to vote: by Absentee Ballot, during Early Voting, or at your assigned polling place on Election Day. Go to [www.iamelectionready.org](http://www.iamelectionready.org) or call the number above to learn more.

Sincerely,



Penelope Townsley  
Supervisor of Elections | Miami-Dade Elections Department

Enclosure

(Véase traducción al español al dorso)  
(Pou vèsyon Kreyòl lan gade lòt bò paj la)



Delivering Excellence Every Day



**Elections**  
2700 NW 87th Avenue  
Miami, Florida 33172  
T 305-499-8683 F 305-499-8547  
TTY: 305-499-8480

### Voter Information Card Miami-Dade County, FL Tarjeta de Información del Elector Condado de Miami-Dade, FL Kat Enfòmasyon Votè Kontè Miami-Dade, FL

Alfred E. Newman  
1234 Main Street  
Miami, FL 33140

ISSUED  
EMITIDA  
ENPRIME  
01/30/05

Bring photo identification when voting.  
Para votar, presente una identificación con fotografía.  
Tanpri pote yon pyès idantifikasyon ki gen foto w sou li fè w'ap vin vote.

Registration No.  
Núm. de Inscripción  
Núm. Enskripsyon  
01642265

Voting Location Centro de Votación Lokal Biwo Vot	Fairway Park 200 Fairway Drive	
Precinct No. Núm. del Recinto Núm. Biwo Vot	Date of Birth Fecha de Nacimiento Dat Nesans	Registration Date Fecha de Inscripción Dat Enskripsyon
015	03/20/54	09/14/87
Party Affiliation   Afiliación Partidista   Pati Politik		
NPA		
Supervisor of Elections   Supervisora de Elecciones   Sipèvizè Eleksyon		
You are eligible to vote for the representatives from the districts listed below. Ud puede votar por los representantes de los distritos enumerados abajo. W elijib pou w vote pou reprezantan ki nan distrik ki elen anba la yo.		
Congress Congreso Kongrè	Slate Senate Senado Estatal Sena Eta a	Slate House Cámara Estatal Lacham Et a
01B	035	106
County Commission Comisión del Condado Komisyon Konte	School Board Junta Escolar Asarble Edikasyon	Community Council Consejo Comunitario Konsèy Komünitè
04	03	04
Municipality   Municipio   Munisipalite	MB	

## Second Notice to Affected Households



miamidade.gov

**Elections**  
2700 NW 87th Avenue  
Miami, Florida 33172  
T 305-499-8683 F 305-499-8547  
TTY: 305-499-8480

August 4, 2014

### REMINDER: YOUR PRECINCT NUMBER, POLLING PLACE, OR BOTH HAVE CHANGED

Dear Voter:

The Miami-Dade County Elections Department has completed the precincting process that will be in effect for the August 26, 2014 Primary Election and the November 4, 2014 General Election.

**As a result, your precinct number, polling place, or both have changed. These changes were made to improve your voting experience.**

If you are registered to vote at this address, your current Voter Information Card should already reflect this change.

We encourage you to participate in the voting process. There are three ways to vote: by Absentee Ballot, during Early Voting, or at your assigned polling place on Election Day reflected in this letter.

To learn more about the precincting process, important dates to remember, or to review your current registration information on file, go to [www.iamelectionready.org](http://www.iamelectionready.org) or contact the Miami-Dade Elections Department at 305-499-VOTE (8683).

PRECINCT NUMBER NÚMERO DE RECINTO NÚMERO BIWO VOT	POLLING PLACE CENTRO DE VOTACIÓN BIWO VOT
122.0	Allen Park Community Center 1770 NE 162 St, N Miami Beach, 33162




Sincerely,



Penelope Townsley, Supervisor of Elections  
Miami-Dade Elections Department

(Véase traducción al español al dorso)  
(Pou vèsyon Kreyòl lan gade lòt bò paj la)



Delivering Excellence Every Day

# Robust “Be Election Ready” Outreach Campaign

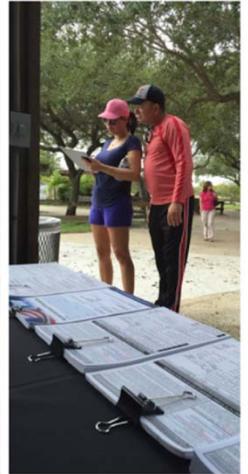
- Newspaper, Radio
- Transit, Online Advertising, Social Media
- Community Engagement
- Municipal and Commission Collaboration



**Your Voting Precinct  
May Have Changed**  
To ensure you know where to  
vote on Election Day, go to  
[www.iamelectionready.org](http://www.iamelectionready.org) or call 3-1-1.

BE informed.  
BE involved.

**BE ELECTION  
READY** MIAMI-DADE  
COUNTY



## Increase Outreach Services and Supervised Voting - Ongoing

<b>Supervised Voting</b>	
<b>Year</b>	<b>Voters Assisted</b>
2012	882
2013	365
2014	1158
2015	82

<b>Outreach</b>	
<b>Year</b>	<b>No. of Events</b>
2012	511
2013	207
2014	612
2015	400

MARCH 15, 2016

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Presidential Preference Primary  
Election

March 15, 2016

## Presidential Preference Primary Election (PPP)

<b>Key Dates to Remember</b>		
<b>47 Days Until</b>	<b>Overseas Absentee Ballots Mailed</b>	<b>January 30, 2016</b>
<b>57 Days Until</b>	<b>Domestic Absentee Ballots Mailed</b>	<b>February 9, 2016</b>
<b>64 Days Until</b>	<b>Deadline to Register to Vote/Make Party Changes</b>	<b>February 16, 2016</b>
<b>77 Days Until</b>	<b>Start of Early Voting</b>	<b>February 29, 2016</b>
<b>92 Days Until</b>	<b>Election Day</b>	<b>March 15, 2016</b>

# Preparing for the PPP

- Closed Primary in Florida

Only REP/DEM voters and municipal voters with ballot content are eligible to vote

- About 70% of voters eligible to participate in this election (871K)

1.3 million registered voters in MDC  
(522K Democrats, 349K Republicans, 357K No Party Affiliation, 19K Other)

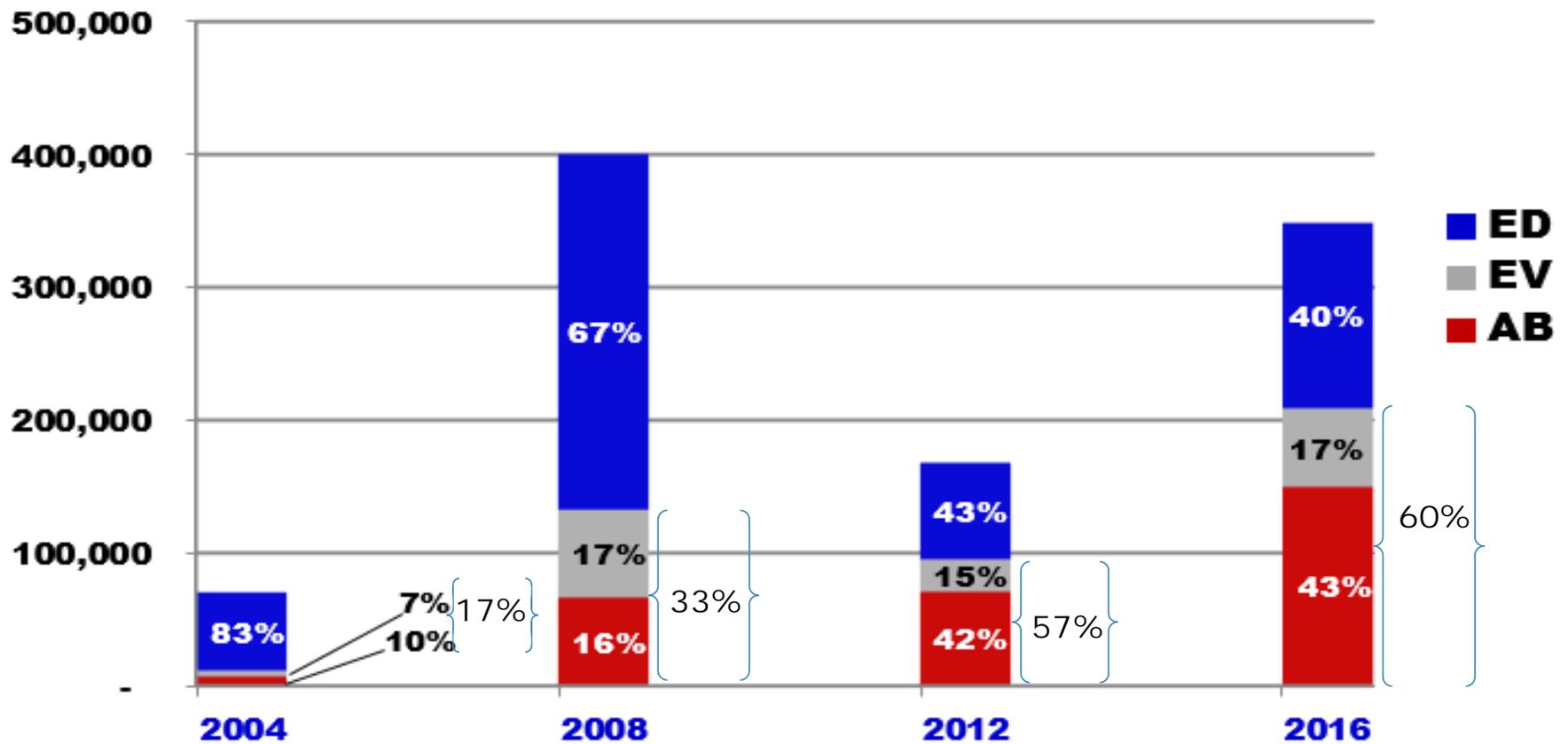
- Anticipating a short ballot and minimal ballot style

Three confirmed municipalities with ballot content (Miami, Miami Beach, and Surfside)

# Historical Turnout by Voting Method

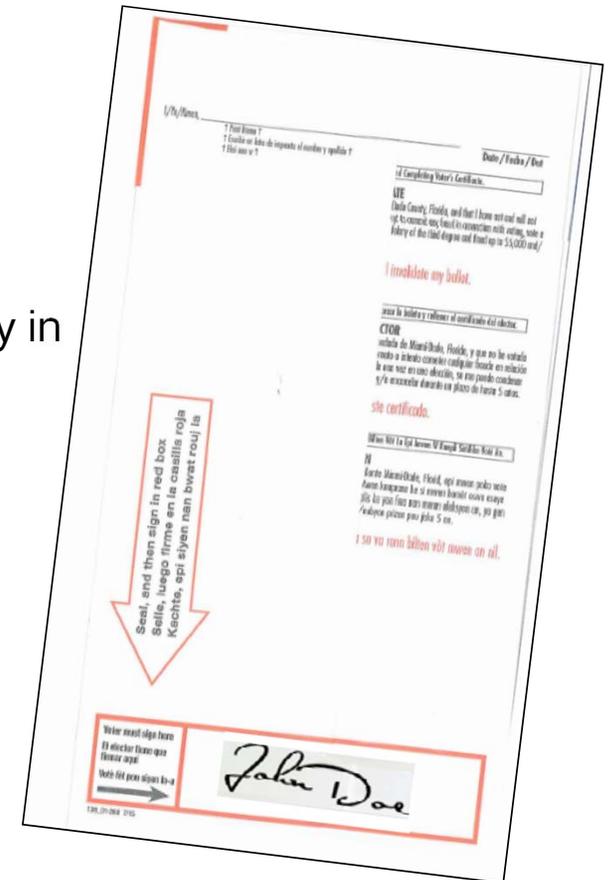
Election Date	Election Type	Registered Voters	Ballots Cast	Voter Turnout %		Absentee	%	Early Voting	%	Election Day	%	Total Votes	%
03/09/2004	Presidential Preference Primary Election	951,774	70,459	7.40%	⇒	7,031	10%	4,650	7%	58,778	83%	70,459	100%
01/29/2008	Presidential Preference Primary Election	1,083,788	400,167	36.92%	⇒	66,527	16%	66,170	17%	267,470	67%	400,167	100%
01/31/2012	Presidential Preference Primary Election	1,214,351	167,932	13.83%	⇒	70,856	42%	24,421	15%	72,655	43%	167,932	100%
08/31/2004	Primary Election	984,079	296,818	30.16%	⇒	35,201	12%	35,829	12%	225,788	76%	296,818	100%
08/26/2008	Primary Election	1,170,135	190,783	16.30%	⇒	55,502	29%	28,193	15%	107,088	56%	190,783	100%
08/14/2012	Primary Election	1,242,973	248,605	20.00%	⇒	92,360	37%	38,654	16%	117,591	47%	248,605	100%
11/02/2004	General Election	1,058,799	778,953	73.57%	⇒	101,062	13%	244,067	31%	433,824	56%	778,953	100%
11/04/2008	General Election	1,245,138	872,260	70.05%	⇒	177,550	20%	326,170	37%	368,540	42%	872,260	100%
11/06/2012	General Election	1,313,850	888,033	67.59%	⇒	243,953	27%	235,727	27%	408,353	46%	888,033	100%

## How Voters Vote in a Presidential Preference Primary



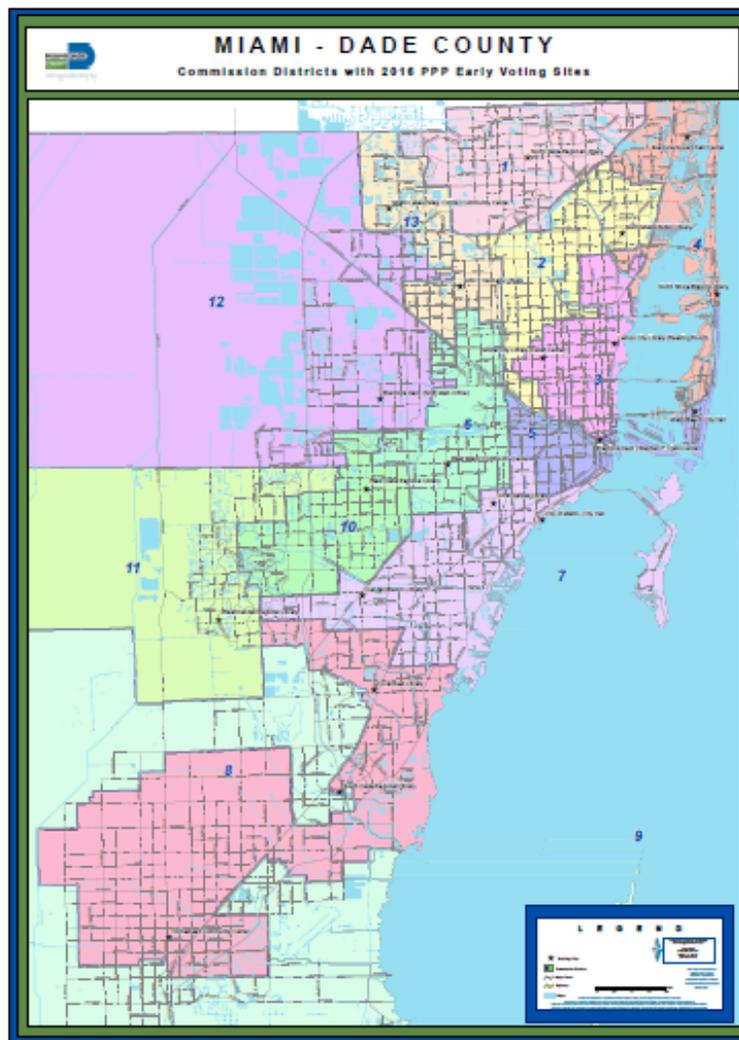
# Absentee Voting

- Increased Technology
- Redesigned absentee ballot envelope to limit missing signatures
- Voters can cure a missing signature through the completion of an affidavit process before Election Day
- Election Day delivery is now limited to a voter or their designee only in an emergency situation
- Hiring handwriting expert to train staff on signature verification
- Secured off-site location to adequately process ABs



## Early Voting (EV)

- 20 Locations throughout Miami-Dade County
- 14 days of EV, 8 hours per day
- More hours than in the past



# Early Voting Schedule for the PPP

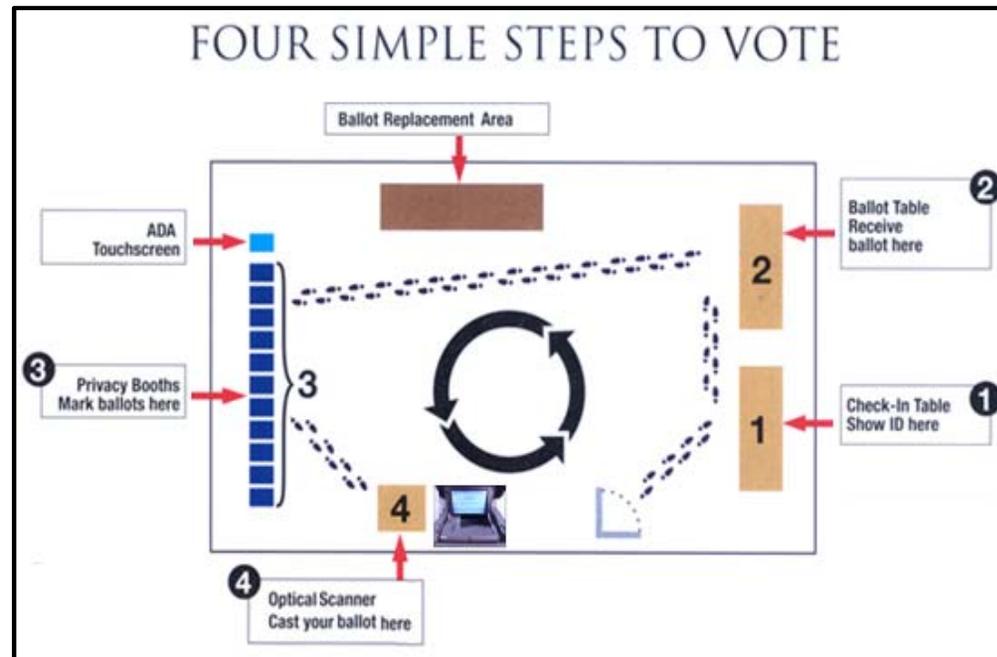
FEBRUARY 29 <sup>TH</sup>	MARCH 1 <sup>ST</sup>	MARCH 2 <sup>ND</sup>	MARCH 3 <sup>RD</sup>	MARCH 4 <sup>TH</sup>	MARCH 5 <sup>TH</sup>	MARCH 6 <sup>TH</sup>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00AM – 3:00PM	7:00AM – 3:00PM	7:00AM – 3:00PM	7:00AM – 3:00PM	7:00AM – 3:00PM	8:00AM – 4:00PM	8:00AM – 4:00PM
MARCH 7 <sup>TH</sup>	MARCH 8 <sup>TH</sup>	MARCH 9 <sup>TH</sup>	MARCH 10 <sup>TH</sup>	MARCH 11 <sup>TH</sup>	MARCH 12 <sup>TH</sup>	MARCH 13 <sup>TH</sup>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
11:00AM – 7:00PM	11:00AM – 7:00PM	11:00AM – 7:00PM	11:00AM – 7:00PM	11:00AM – 7:00PM	8:00AM – 4:00PM	8:00AM – 4:00PM

Site Name & Address	Site Name & Address
City of Miami – City Hall 3500 Pan American Drive Miami, FL 33133 (Entrance is located at the northeast side of the building – ADA entrance is through the front door of City Hall)	Lemon City Library 430 NE 61 <sup>ST</sup> Street Miami, FL 33137 (Reading Room)
Coral Gables Branch Library 3443 Segovia Street Coral Gables, FL 33134	North Dade Regional Library 2455 NW 183 <sup>RD</sup> Street Miami Gardens, FL 33056
Coral Reef Branch Library 9211 SW 152 <sup>ND</sup> Street Miami, FL 33157	North Miami Public Library 835 NE 132 <sup>ND</sup> Street North Miami, FL 33161
Elections Department (SOE Main Office) 2700 NW 87 <sup>TH</sup> Avenue Doral, FL 33172	North Shore Branch Library 7501 Collins Avenue Miami Beach, FL 33141
Homestead Community Center (William F. Dickinson Community Center) 1601 N. Krome Avenue Homestead, FL 33030	Aventura Government Center 19200 W Country Club Drive Aventura, FL 33180 (2 <sup>ND</sup> Floor Commission Area)
John F. Kennedy Library 190 West 49 <sup>TH</sup> Street Hialeah, FL 33012	South Dade Regional Library 10750 SW 211 <sup>TH</sup> Street Cutler Bay, FL 33189
Kendall Branch Library 9101 SW 97 <sup>TH</sup> Avenue Miami, FL 33176	Stephen P. Clark Gov't Center (SOE Branch Office) 111 NW 1 <sup>ST</sup> Street (Lobby) Miami, FL 33128
Model City Library @ Caleb Center 2211 NW 54 <sup>TH</sup> Street Miami, FL 33142	West Dade Regional Library 9445 SW 24 <sup>TH</sup> Street Miami, FL 33165
Miami Beach City Hall 1700 Convention Center Drive Miami, Beach FL 33139	*West End Regional Library 10201 Hammocks Boulevard Miami, FL 33196
Miami Lakes Community Center (Mary Collins Community Center) 15151 NW 82 <sup>ND</sup> Avenue Miami Lakes, FL 33016	West Miami Community Center 901 SW 62 <sup>ND</sup> Avenue West Miami, FL 33144

# Optimizing the Election Day Experience

Reaching the **aspirational goal** of a one hour wait time or less



# Election Day Enhancements

Key to enhancing the Election Day experience is identifying the bottlenecks in the past:

1. Registered voter counts were reduced where needed
2. Electronic check-in, allocating a third EVID to precincts with 3,500 voters or more
3. Modifying methodology behind privacy booth allocation
4. Emphasis not on the voting machine (1 min)

# Election Day Enhancements

## Estimated Number of Voting/Privacy Booths Required per Election Day Event

**Spike Factor: 1.5**

Precinct(s) Size	Election Day Turnout	Projected # Voters	Ballot Size (number of equivalent single sided pages)					
			1	2	3	4	5	6
<i>Projected Minutes in Booth =</i>			2.5	5	7.5	10	12.5	15
2400	10%	240	2	3	4	5	7	8
2400	20%	480	3	5	8	10	13	15
2400	35%	840	5	9	14	18	22	27
3300	10%	330	2	4	6	7	9	11
3300	20%	660	4	7	11	14	18	21
3300	40%	1320	7	14	21	28	35	42
3800	10%	380	2	4	6	8	10	12
3800	20%	760	4	8	12	16	20	24
3800	40%	1520	8	16	24	32	40	48

Estimated Number of Voting/Privacy Booths Required

Note: The spike factor is intended to account for spikes of voter arrivals; an approximate factor of 1.5 was observed in data collected for the Nov. 5, 2012 election (1.5 = heaviest voter turnout hours late in day were 50% higher than the average for the day).

## Election & Polling Place Square Footage Allowances and Assumptions

Election Day Assumptions	Election Day Turnout =	25%				Time in Booth =	7.5 (mins)
							Note: 7.5 mins assumes a ballot length of 2 sheets, 1 double sided & 1 single sided
	Spike Factor =	1.5					
	Time for Check-in (@EVID) =	1.1 (mins)				Time for Scanning =	1 (mins)

## Other Election Day Enhancements

- Training of Poll Deputy on line management and 100ft No-Solicitation Zone
- Implementing procedures to track wait times throughout Election Day
- Tasking our roving troubleshooters with resource assessment procedures
- Troubleshooter trucks/Contingencies for atypical circumstances

# Electronic Transmission from the Polls

- First Countywide Election
- Piloted in November 3, 2015 Municipal Elections
- Initial Results in Quicker
- Troubleshooting
- Contingency is to Utilize Traditional Means of Reporting

# Focus of Election Ready Outreach Campaign

Utilizing Newspaper, Radio, TV News, Transit, Online Advertising, Social Media, and Community Engagement

Key Messages	Date
Voter Registration/Political Party Changes Deadline	February 9, 2016 (deadline is February 16, 2016)
Reminder Re: Registration Deadline/Party Changes Deadline	February 15, 2016
Absentee Ballots Are Being Mailed/Closed Primary	February 16, 2016
Logic & Accuracy Test of Voting Equipment	February 24, 2016
Early Voting Dates and Sites/Closed Primary	February 29, 2016
Three Ways To Vote/Closed Primary	March 3, 2016
Tomorrow is the Last Day to Request an Absentee Ballot/Closed Primary	March 8, 2016
Tomorrow is the Last Day of Early Voting/Closed Primary	March 12, 2016
Tomorrow is Election Day, Precincts Have Changed/Closed Primary	March 14, 2016
It's Election Day, Polls are Open, Precincts Have Changed/Closed Primary	March 15, 2016

## Beyond the PPP

- State Constitutional Amendments early March
- Miami-Dade School Board will close public schools for the August Primary and November General Election
- Utilize improved resource allocations during Early Voting and Election Day
- Prepare voters by distributing sample ballots to those in line
- Add 10 additional EV sites for the 2016 General Election as relief to most populous sites
- Expanding the footprint of all sites to allow for additional equipment

**I VOTED!**

#iam electionready

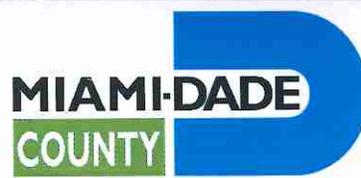


**I VOTED!**

#iam electionready



**ELECTION  
READY!**



# **Elections Advisory Group AGENDA**

**December 14, 2015  
9:30-11:30am  
Elections Department  
2700 NW 87th Avenue**

**Welcome**

**Honorable Carlos A. Gimenez  
Mayor**

**Update on Operational and  
Technology Enhancements**

**Christina White  
Supervisor of Elections Designee**

**Overview of Preparation for  
March 15, 2016 Presidential  
Preference Primary Election**

**Tour of Facility and Technology Upgrades**

**Adjourn**

UPDATING THE MAYOR'S ELECTIONS ADVISORY GROUP:

**PREPARING FOR THE  
2016 ELECTION CYCLE**

Presented by: Miami-Dade County Elections Department  
December 14, 2015

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**Today's Agenda**

- Introduction by Mayor Gimenez
- Changes to the Elections Advisory Group Membership
- Introduction of Christina White, Supervisor of Elections Designee
- Scope of Today's Meeting – Preparing for 2016 Election Cycle
- Optional Tour of Facility



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**Creation and Purpose of the Mayor's  
Elections Advisory Group (EAG)**

- Miami-Dade County experienced mass media attention during 2012 Presidential General Election (i.e. ballot length, State reduction of EV availability, ballot content).



- Miami-Dade County Mayor Carlos A. Gimenez established the EAG to:
  - Address challenges presented during the 2012 Presidential Election
  - Recommend legislative, technical, and operational enhancements
  - Ensure a smooth and pleasant voting experience in future elections

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**EAG Recommendations (2013)**

- Limit Ballot Length
- Use of County Employees
- Improve Technologies for Enhanced Processes
- Increase Early Voting Sites
- Establish Performance Measures for Wait Times
- Effectuate a Comprehensive Reapportioning Process/Future Growth
- Increase Supervised Voting and Outreach Services

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**Status of EAG Recommendations (2015)**

**Limit Ballot Length – Accomplished**

The Florida Legislature passed HB 7013 to limit ballot language for constitutional amendments to a maximum of 15 words for title and 75 words for ballot summary.

The Board of County Commissioners (BCC) amended Section 2-1 of the Code to provide that no more than three countywide questions be placed on a presidential election ballot, unless overridden by a super majority.



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**Status of EAG Recommendations (2015)**

**Expand Use of County Employees – Accomplished**

Since 2012, the use of County employees has increased to ensure effective management and accountability of polling place operations.

**Improve Technologies for Enhanced Processes – Accomplished**

The voter check-in process on Election Day has been improved to incorporate Electronic Voter Check-In equipment (EVIDs) for faster processing and real-time registration database updates. Comprehensive poll worker training was involved.



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The Department has also acquired technology to manage growing demand for absentee ballots:

- Faster absentee ballot processing technology
- Additional absentee ballot inserting and sorting equipment




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### Status of EAG Recommendations (2015)

#### Increase Early Voting Sites – Accomplished

House Bill 7013 increased the number of allowable sites and restored Early Voting (up to 14 full days allowed, including the Sunday before Election Day).

The County adjusted number of Early Voting sites to the type of election:

- 20 sites for Presidential Preference Primaries, Primaries, and Special Countywide Elections
- 25 sites for Gubernatorial General Elections
- 30 sites for Presidential General Elections

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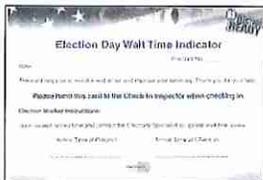
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### Status of EAG Recommendations (2015)

#### Establish Performance Measures for Wait Times – Accomplished

Developed a model to estimate Early Voting and Election Day wait times during high turnout elections. This was piloted in the November 3, 2015 Municipal Elections.




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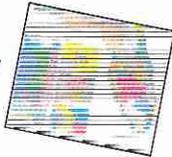
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### Status of EAG Recommendations (2015)

#### Effectuate a Comprehensive Reprecincting Process – Accomplished

The Department implemented a two-phase approach to:

- Reduce large precincts
- Eliminate split precincts with multiple ballot styles
- Address facilities that outgrew their natural capacity
- Account for voter movement and future growth throughout the County




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#### Reprecincting Phase 1 (effective June 2014)

- Assigned a new Election Day voting location for 5% of voters countywide
- Reduction of 17 precincts (from 829 to 812)
- Addition of 25 new voting locations (from 541 to 566)



#### Reprecincting Phase 2 (effective August 2015)

- Assigned a new Election Day voting location for 12% of voters countywide
- Reduction of 29 precincts (from 812 to 783)
- Addition of 21 new voting locations (from 566 to 587)

#### Net impact (Phase 1 and 2 combined)

- Reduction of 46 precincts
- Addition of 46 voting locations

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### Voters Notified

#### First Notice to All Voters



#### Second Notice to Affected Households




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**Robust "Be Election Ready" Outreach Campaign**

- Newspaper, Radio
- Transit, Online Advertising, Social Media
- Community Engagement
- Municipal and Commission Collaboration

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**Increase Outreach Services and Supervised Voting - Ongoing**

Supervised Voting		Outreach	
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**MARCH 15, 2016**  
 Presidential Preference Primary Election

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**March 15, 2016  
Presidential Preference Primary Election (PPP)**

Key Dates to Remember		
47 Days Until	Overseas Absentee Ballots Mailed	January 30, 2016
57 Days Until	Domestic Absentee Ballots Mailed	February 9, 2016
64 Days Until	Deadline to Register to Vote/Make Party Changes	February 16, 2016
77 Days Until	Start of Early Voting	February 29, 2016
92 Days Until	Election Day	March 15, 2016

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**Preparing for the PPP**

- Closed Primary in Florida
  - Only REP/DEM voters and municipal voters with ballot content are eligible to vote
- About 70% of voters eligible to participate in this election (871K)
  - 1.3 million registered voters in MDC
  - (522K Democrats, 349K Republicans, 357K No Party Affiliation, 19K Other)
- Anticipating a short ballot and minimal ballot style
  - Three confirmed municipalities with ballot content (Miami, Miami Beach, and Surfside)

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**Historical Turnout by Voting Method**

Election Date	Election Type	Registered Voters	Ballots Cast	voter Turnout %	Absentee %	Early Voting %	Election Day %	Total Votes	%
03/20/2004	Presidential Preference Primary Election	991,774	72,450	7.30%	2,654	10%	1,650	56,743	5.7%
03/29/2008	Presidential Preference Primary Election	1,383,748	486,947	35.20%	48,527	10%	48,575	387,430	27.9%
04/13/2012	Presidential Preference Primary Election	1,244,351	417,402	33.55%	70,556	17%	24,451	243,453	19.6%
09/17/2004	Primary Election	904,079	296,010	32.75%	15,291	5%	39,029	251,740	27.8%
09/20/2008	Primary Election	1,110,133	450,783	40.61%	55,520	12%	28,521	323,683	29.1%
06/14/2012	Primary Election	1,282,473	348,666	27.22%	92,300	17%	38,654	117,581	9.2%
11/02/2004	General Election	1,600,799	729,505	45.57%	113,662	15%	284,367	438,024	27.4%
11/04/2008	General Election	1,248,531	672,200	53.93%	127,559	19%	126,172	380,549	30.5%
11/06/2012	General Election	1,383,450	688,051	49.73%	243,963	17%	230,427	428,303	30.9%

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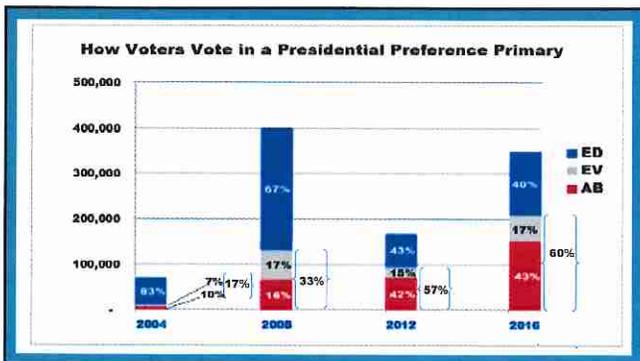
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### Absentee Voting

- Increased Technology
- Redesigned absentee ballot envelope to limit missing signatures
- Voters can cure a missing signature through the completion of an affidavit process before Election Day
- Election Day delivery is now limited to a voter or their designee only in an emergency situation
- Hiring handwriting expert to train staff on signature verification
- Secured off-site location to adequately process ABs

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### Early Voting (EV)

- 20 Locations throughout Miami-Dade County
- 14 days of EV, 8 hours per day
- More hours than in the past

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### Election Day Enhancements

**Estimated Number of Voting/Private Booths Required per Election Day Event**

Election Day	Election Day	Percentage of Registered Voters to Vote	Ballot Box (Number of voters per booth) (see page 1)					
			1	2	3	4	5	6
2000	10%	400	40	20	13	10	8	7
4000	20%	800	80	40	27	20	16	14
6000	30%	1200	120	60	40	30	24	21
8000	40%	1600	160	80	53	40	32	28
10000	50%	2000	200	100	67	50	40	35
12000	60%	2400	240	120	80	60	48	42
14000	70%	2800	280	140	93	70	56	49
16000	80%	3200	320	160	107	80	64	56
18000	90%	3600	360	180	120	90	72	63
20000	100%	4000	400	200	133	100	80	70

**Election & Polling Place Square Footage Allowances and Assumptions**

Election Day Polling - 20%  
 Time to Build - 2.5 (hours)  
 Alpha Factor - 1.5  
 Time for Check-In (Queue) - 1.5 (hours)  
 Time for Counting - 1 (hours)

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### Other Election Day Enhancements

- Training of Poll Deputy on line management and 100ft No-Solicitation Zone
- Implementing procedures to track wait times throughout Election Day
- Tasking our roving troubleshooters with resource assessment procedures
- Troubleshooter trucks/Contingencies for atypical circumstances

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### Electronic Transmission from the Polls

- First Countywide Election
- Piloted in November 3, 2015 Municipal Elections
- Initial Results in Quicker
- Troubleshooting
- Contingency is to Utilize Traditional Means of Reporting

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**Focus of Election Ready Outreach Campaign**  
 Utilizing Newspaper, Radio, TV News, Transit, Online Advertising, Social Media, and Community Engagement

Key Messages	Date
Voter Registration/Political Party Changes Deadline	February 9, 2016 (deadline is February 16, 2016)
Reminder Re: Registration Deadline/Party Changes Deadline	February 15, 2016
Absentee Ballots Are Being Mailed/Closed Primary	February 16, 2016
Logic & Accuracy Test of Voting Equipment	February 24, 2016
Early Voting Dates and Sites/Closed Primary	February 29, 2016
Three Ways To Vote/Closed Primary	March 3, 2016
Tomorrow is the Last Day to Request an Absentee Ballot/Closed Primary	March 8, 2016
Tomorrow is the Last Day of Early Voting/Closed Primary	March 12, 2016
Tomorrow is Election Day, Precincts Have Changed/Closed Primary	March 14, 2016
It's Election Day, Polls are Open, Precincts Have Changed/Closed Primary	March 15, 2016

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- Beyond the PPP**
- State Constitutional Amendments early March
  - Miami-Dade School Board will close public schools for the August Primary and November General Election
  - Utilize improved resource allocations during Early Voting and Election Day
  - Prepare voters by distributing sample ballots to those in line
  - Add 10 additional EV sites for the 2016 General Election as relief to most populous sites
  - Expanding the footprint of all sites to allow for additional equipment

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# Memorandum



Date: July 30, 2015

To: Carlos A. Gimenez  
Mayor

From: Penelope Townsley  
Supervisor of Elections

Subject: Status Report – Preparation for 2016 Presidential Election Cycle

Since the 2012 Election Cycle, the Miami-Dade County Elections Department (Department) has been operating with one goal in mind: to be *Election Ready* for the 2016 Presidential Election Cycle. To that end, the Department has partnered with state and local organizations over the past few years to systematically improve its operations, incorporate modern technology, and seek legislative reform whenever possible to offer a positive voting experience for Miami-Dade County (County) voters.

## **Operational Enhancements Accomplished**

Subsequent to the 2012 Presidential Election and your convening of the Elections Advisory Group (EAG) to find sensible, long-term solutions to the challenges the County faced in that election, the Department has addressed the following recommendations made by the EAG:

- **Limiting the Ballot Length**

Miami-Dade County urged the Florida Legislature to limit the ballot language for constitutional amendments to a maximum of 15 words for title and 75 words for ballot summary. In response, the Florida Legislature adopted House Bill 7013 that codified this request into state law during the 2013 Legislative Session. In addition, the Board of County Commissioners (BCC) passed Resolution R-13-21, which amended Section 2-1 of the Code of Miami-Dade County to provide that no more than three County questions (including straw ballot questions and commissioner-sponsored proposed amendments to the Home Rule Charter) on any presidential general election ballot; it also provided an exception upon a two-thirds vote.

- **Expanding the use of County employees on Election Day**

The use of management-level County employees has increased since 2012 to ensure the effective management and accountability of polling place operations, including the upcoming presidential election cycles.

- **Improving Technologies for Enhanced Processes**

The Department has enhanced technology to ensure smoother and more efficient elections in the future. The voter check-in process on Election Day has been improved to incorporate Electronic Voter Check-In equipment (electronic poll books) for faster processing and real-time registration database updates. To manage the increased demand for absentee ballots, the Department has acquired faster absentee ballot processing technology and secured additional absentee ballot inserting and sorting equipment.

- **Increasing Early Voting Availability**

The County has adjusted the number of Early Voting sites, commensurate to the type of election. For Presidential Preference Primaries, Primaries, and special countywide elections, the Department will continue to offer 20 sites; 25 sites for gubernatorial general elections; and 30 sites for presidential general elections. In addition, House Bill 7013 increased the number of allowable sites and restored Early Voting (up to 14 full days allowed, including the Sunday before Election Day).

- **Establishing Performance Measures for Wait Times**

While wait time tracking has been historically limited to Early Voting, the Department has been working with the County's Office of Management and Budget (OMB) to develop a sustainable model

to estimate Early Voting and Election Day wait times during high turnout elections, as well as establishing optimal resource allocations.

- **Improving Absentee Voting Processes**

House Bill 7013 passed by the Florida Legislature further enhanced the security and convenience of absentee voting. Voters are now required to provide a written request signed by the voter if the request is to mail the absentee ballot to an address other than the address on file. Moreover, voters are allowed to cure a missing signature through the completion of an affidavit process before Election Day. Lastly, Election Day delivery of an absentee ballot is now limited to a voter or a voter's immediate family member who executes an affidavit outlining the emergency that precludes them from going to an assigned voting location.

- **Effectuating a Comprehensive Reprecincting Plan**

With the support of the Board of County Commissioners (Board), the Department implemented a two-phase approach between 2014 and 2015 to reduce large precincts, eliminate split precincts with multiple ballot styles, and account for voter movement throughout the County. This plan also addressed Election Day voting locations that had outgrown their capacity.

To further complement the enhancements derived from the EAG recommendations, the Department further improved its operations by:

- **Optimizing Resource Allocations**

The Department improved its allocation of personnel, equipment and supplies across all Early Voting and Election Day voting locations, commensurate with the type of election, utilizing historical data forecasting models derived from the OMB.

- **Poll Worker Training**

The Department engaged in a comprehensive training curriculum to introduce the new EVID technology at all Election Day voting locations with additional County employees supporting EVID operations. These employees will transition to a polling place management role in 2016.

### **Preparing for the 2016 General Election**

As we approach the 2016 Presidential Election Cycle, the Department is actively engaged in multiple endeavors that will solidify our election readiness across all voting methods regarding Early Voting, Absentee Voting, Election Day efficiencies, Election Day results reporting, and outreach.

#### Early Voting

- Securing 10 additional Early Voting sites for the Presidential General (increasing from 20 to 30 EV Sites), in addition to increasing those sites strategically located around the County to handle a larger quantity of voters faster.
- Expanding the use of space at most existing Early Voting sites to accommodate additional equipment.
- Recruiting and training additional Early Voting staff commensurate with a Presidential General.
- Incorporating line control measures (stanchions to stage lines, additional staff to organize lines and hand out sample ballots).
- Procuring/leasing additional voting equipment (Ballot on Demand Printers, electronic poll-books, Privacy Booths, Optical Scanners)

#### Absentee Voting

- Procuring a second automated absentee ballot inserter to increase capacity and provide redundancy in this ever-growing method of voting.

- Implementing a backup Reliavote Server to ensure continuity of operation.
- In November 2015, signature update notices will be mailed to all voters who currently have an absentee ballot request on file to ensure we have the most up-to-date signature.
- The absentee ballot envelope/signature block was redesigned in an effort to prevent missing signatures.
- In anticipation of an increased demand for absentee ballots and an increased volume of incoming calls regarding absentee ballots, securing an off-site location to house permanent and temporary staff to adequately facilitate the following processes for Absentee Ballot Operations: AB request processing, notices to voters, customer service, signature verification, and Election Day phone calls from Precinct Clerks/Public.
- The Department will be hiring a handwriting expert to provide training to permanent and seasonal staff handling signature verification during the processing of absentee ballots and petitions.
- Working with temporary staffing agencies to ensure the appropriate number of seasonal staff will be hired and on standby to assist with customer service, absentee ballot processing, and Election Day phone calls.

#### Election Day Efficiencies

In addition to capping the number of registered voters at each precinct through reprecincting and eliminating those polling places that were not suitable, the Department will implement the following newly developed initiatives:

- Working with the Miami-Dade County School Board in an effort to have the schools closed for the 2016 Primary and General Election.
- Modifying the methodology behind the privacy booth allocation to account for the number of ballot pages as opposed to registered voter count.
- Distributing sample ballots to voters in line during the Presidential Election to ensure they are better prepared when entering the privacy booth, therefore expediting the voting process for all.
- Training the poll deputy to monitor any lines that may be forming. Developing procedures to notify the Precinct Clerk and Elections headquarters should the line form beyond the 100 foot solicitation boundary.
- Incorporating Precinct Resource Assessment Procedures into the duties of Roving Administrative Troubleshooters.
- Developing procedures to track Election Day wait times as a management tool to monitor resource needs throughout the day.
- Implementing MIFI wireless devices to improve connectivity of the electronic poll books at Election Day precincts.

#### Election Day Results Reporting

The Department plans to increase our use of Election Day technology for greater efficiency, and thus making a major procedural change to expedite the reporting of election night results.

Employees working the polls on Election Day will be required to transmit results directly from each polling location to Elections Headquarters. We will utilize this new process for the first time with the November 3, 2015 municipal elections, learn from the process, adjust procedures and training curriculum as needed, and refine for use in the March 15, 2016 Presidential Preference Primary Election. To accomplish this, we have installed additional phone lines in the Data Acquisition Management system to facilitate polling place transmission of Election Day results. We are currently in the process of training county employees on the

procedures for electronic transmission of results directly from polling locations to Elections headquarters, and implementing additional quality assurance procedures to reconcile transmitted results.

### **Outreach**

The Department has already begun extensive outreach efforts to keep the community informed on important communications. The most important topics currently are 1) reprecincting is complete; 2) voters will be receiving new voter information cards in the mail; and 3) that voters need to be aware that precinct changes have occurred, and must ensure they "Know Where to Vote" before heading to the polls. As each election approaches in 2016, messaging will correlate accordingly. Voter awareness efforts are being accomplished by:

- actively pursuing and attending outreach events throughout Miami-Dade County;
- "Be Election Ready" media campaign whereby messaging is promoted through newspaper, radio, transit, and online advertising; and
- utilization of social media.

The Department continues to increase its presence at assisted living facilities and nursing homes throughout the County to provide our elderly voters the opportunity to vote by absentee ballot in their secure home environment with the assistance of election officials in an effort to increase participation in the upcoming active election year.

Our commitment to conduct all elections in the most efficient and professional manner continues to be at the forefront of our operations. The recommendations of the EAG and the support of the Board provided the necessary means to secure much-needed technological and administrative enhancements in recent years. Looking ahead to next year's rigorous election cycle, the Department remains committed to delivering a pleasant and convenient voting experience to all Miami-Dade County electors. All critical operations have been, and continue to be, routinely evaluated to ensure that the most efficient procedures and technological processes are in place for Miami-Dade County voters by early 2016.

If you have any questions, please feel free to contact me directly at 305-499-8509.

c: Alina T. Hudak, Deputy Mayor and Director, Public Works and Waste Management



**BE informed.  
BE involved.**

**BE ELECTION  
READY**

**MIAMI-DADE  
COUNTY**