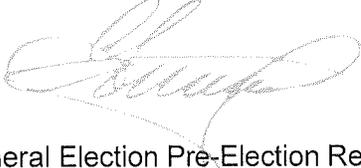


# Memorandum



Date: October 5, 2016

To: Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

From: Carlos A. Gimenez  
Mayor 

Subject: November 8, 2016 General Election Pre-Election Report

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Attached is a memorandum from Christina White, Supervisor of Elections, that summarizes the Elections Department's preparations for the November 8, 2016 General Election. Important information such as anticipated voter turnout, voting methods, poll worker training, resource allocations and election day results reporting are included.

If you have any questions, please contact Christina White, Supervisor of Elections, at 305-499-8509.

#### Attachments

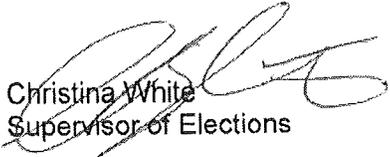
c: Abigail Price-Williams, County Attorney  
Alina T. Hudak, Deputy Mayor, Office of the Mayor  
Christopher Agrippa, Director, Clerk of the Board  
Mayor's Elections Advisory Group  
Christina White, Supervisor of Elections

# Memorandum



Date: September 29, 2016

To: Honorable Carlos A. Gimenez  
Mayor

From:   
Christina White  
Supervisor of Elections

Subject: November 8, 2016 General Pre-Election Report

Preparations are well underway for the November 8, 2016 General Election. The Elections Department (Department) is anticipating record turnout and logistical planning for all voting methods takes this into consideration. With technology upgrades, expansion of Early Voting, completion of reprecincting, and a shorter ballot than in 2012, I am confident we are well-positioned for a successful election.

Below is key information relating to election preparation:

## Voter Registration

There are currently 1,315,677 eligible voters in Miami-Dade County, broken down by political party, listed below. These numbers will continue to change as additional registration applications are received by the October 11, 2016 deadline:

- Democrats 556,358
- Republicans 365,538
- No Party Affiliation 375,127
- Other 18,654

Elections Headquarters in Doral will remain open to the public on October 11<sup>th</sup> from 8:00 a.m. until midnight, to provide voters every possible convenience to register to vote by the deadline. The Stephen P. Clark Center satellite office will be open from 8:00 a.m. through 5:00 p.m. It is also important to note that registration applications postmarked by the October 11<sup>th</sup> deadline will be accepted as valid for this election.

## Anticipated Voter Turnout

Voter participation in a Presidential Election is always at its height, averaging around 70%. Increased interest in Presidential candidates this cycle has Supervisors of Elections in the State of Florida preparing for record turnout. Therefore, anticipated turnout is projected to be between 75-80%. Voter distribution patterns continue to shift gradually with each election cycle. As such, more than half of the County's participating voters are projected to cast their ballots prior to Election Day via Vote By Mail or Early Voting. Historical data is provided below.

Election Date	Election Type	Registered Voters	Ballots Cast	Voter Turnout %	Absentee	%	Election Day	%	Early Voting	%	Total Votes	%
11/07/2000	General Election	909,456	653,859	71.90%	45,692	7%	608,167	93%	-	0%	653,859	100%
11/02/2004	General Election	1,058,799	778,953	73.57%	101,062	13%	433,824	56%	244,067	31%	778,953	100%
11/04/2008	General Election	1,245,138	872,260	70.05%	177,550	20%	368,540	42%	326,170	37%	872,260	100%
11/06/2012	General Election	1,313,850	888,033	67.59%	243,953	27%	408,353	46%	235,727	27%	888,033	100%

### **Vote by Mail**

In the last two years, the Department acquired updated technology to manage the growing demand for Mail Ballots by doubling the automated equipment used for both outgoing and incoming ballots. This has increased the speed of these processes, but, more importantly, provides redundancy, which has proven to be highly critical in combating mechanical failures.

#### Currently:

- There are 258,000 Vote-by-Mail requests on file for this election. This number will increase as additional requests are received;
- Approximately 1,700 Vote-by-Mail Ballots were mailed on September 24<sup>th</sup> to overseas voters with a request on file;
- Approximately 256,300 Vote-by-Mail Ballots will be mailed on October 11<sup>th</sup> to domestic voters with a request on file;
- The last day to request a Vote-by-Mail Ballot to be mailed is November 2<sup>nd</sup> by 5:00 p.m.;
- The last day for the Department to mail Vote-by-Mail Ballots is November 4<sup>th</sup>;
- Completed Vote-by-Mail Ballots must be received by Elections no later than 7:00 p.m. on Election Day to be accepted as valid;
- Return postage is paid for by Miami-Dade County; and
- Daily Vote-by-Mail statistics will be posted on the Elections website starting October 11<sup>th</sup>.

#### Additional updates:

- Redesign of the envelope to limit missing signatures has proven successful in the Primary Election;
- Voters are able to cure a missing signature through the completion of an affidavit process before Election Day, as mandated per Florida Statute 101.68(4) (b); and
- As per Florida Statute, 101.62(c)5, voting via mail ballot at Headquarters on Election Day is now limited to a voter or their designee only in an emergency situation

### **Early Voting**

Early Voting has been expanded in all possible ways. For the first time in County history, there will be 30 sites located throughout the County. This is an increase from 20 sites during the 2012 Presidential Election. Nineteen (19) sites will be the same as in the August 30<sup>th</sup> Primary Election. One (1) site - the City of Miami City Hall is being replaced by the "Historic Garage," (same property as the old Museum of Science) a larger, more suitable site within the city limits; in addition to ten (10) new sites that have been added for this election. Site options are limited to government buildings by state law, so, working within these constraints, sites were chosen based on nearby voter density, proximity to historically high turnout sites, and adequacy of the site to house the appropriate amount of voting equipment.

We will offer the maximum number of days and hours allowable under the law (14 days) to include the Sunday before the election for 12 hours each day. This signifies a total of 168 hours of operation from October 24<sup>th</sup> through November 6<sup>th</sup> to accommodate all voters. This is an exponential increase from the 2012 Presidential Election, during which Early Voting was offered for eight (8) days and a total of 96 hours of operation.

Lastly, the Department has expanded its footprint in all existing facilities to double the number of electronic check-in stations and ballot on demand printers, and has significantly increased the number of privacy booths deployed. These enhancements will certainly aid in voter convenience and reduce wait times. I would like to pay special recognition to the Miami-Dade Public Library System, without whom, this growth would not be possible.

Wait times for all 30 Early Voting sites will be recorded throughout the duration of Early Voting and posted

on the Elections website starting on October 24<sup>th</sup>. This will help voters make an informed decision as to when and where is most convenient for them.

Please see attached Early Voting Schedule, which will also be included in the Sample Ballot and on the Elections website, and will be the focus of many of our outreach messages.

### **Election Day Voting**

Election Day voting has also seen significant changes since the 2012 Presidential Election, which will be evident to the voters who prefer this method of voting:

- By 2015, reprecincting was complete, reducing heavily congested precincts;
- Incorporation of Electronic Voter Check-In equipment (EVIDs) allows for faster processing; and
- A more methodical approach to equipment allocation, which takes voter turnout and ballot length into consideration.

Voters who prefer to wait until Election Day are reminded they must go to their assigned voting location between 7:00 a.m. and 7:00 p.m. As some voting locations have changed through the reprecincting process, we continue to encourage all voters to confirm where to vote before heading to the polls.

As is typical in countywide elections, some polling places used in the past will not be available for this election. Alternate sites that are equally convenient and accessible to the voters in these areas will be identified. Once this list is finalized, it will be transmitted to the Board of County Commissioners.

Voters affected by a change in their Election Day voting location will be notified in a number of ways:

- Official notice by mail;
- A list of voting location changes will be advertised on October 15<sup>th</sup> in English, Spanish and Creole newspapers of mass circulation;
- Signage will be placed at previous voting locations in areas that can be seen before voters depart their vehicles to further minimize any inconvenience; and
- Voters can confirm their current Election Day voting location by calling 3-1-1 or accessing their voter information record on the Elections webpage, where a map and photos of their voting location, as well as other pertinent information, is available.

### **Wait Times**

The Mayor's Elections Advisory Group has set an *aspirational goal* that no voters should wait in line for more than one (1) hour. As such, line management has been a top priority leading into this election. As indicated above, the Elections Department has taken considerable steps to enhance the Early Voting and Election Day experience.

In addition, the Office of Management and Budget (OMB) has used performance improvement techniques to assist the Elections Department in reducing the time a voter takes to cast a ballot. A model was developed to help calculate the amount of equipment that is needed in each precinct to reduce process delays and bottlenecks. The model relies on the number of voters per precinct, the likely turnout, length of the ballot, and expected peak factors on Election Day. The model also bases its recommendations on actual times voters spent in each stage of the voting process during the past several elections cycles. Over this period, OMB staff recorded the time taken by hundreds of voters at the polls and recorded the wait times in between these stages.

Understanding how long it takes a voter to check in and be given their ballot, as well as the average time spent in the booth and to scan their ballot, has lent itself to a more methodical approach to deploying equipment.

While there are space limitations at a number of polling places, the amount of equipment allocated countywide is greater than ever and much more representative of the number of voters expected to vote on Election Day rather than just an equitable distribution of inventory, as done in the past.

I am confident wait times will be significantly reduced from that of the 2012 Presidential Election due to:

- An exponential increase of Early Voting availability;
- A more equitable distribution of voters among precincts;
- The new electronic voter check-in system;
- A large majority of voters in Miami-Dade County will receive a 2-page ballot with content on both front and back. Voters within a number of municipalities will receive a 3-page ballot;
- Increase in equipment; and
- Supplying all Early and Election Day voters in line with a sample ballot containing State constitutional and County questions in order to reduce the time they spend in the voting booth.

### **Resource Allocation**

For Early Voting locations, the preliminary allocation is as follows:

- DS200 Optical Scanners: 10 per site = 300 total units allocated
- iVotronics: 2 per site = 60 total units allocated
- EVIDs (electronic poll books): 10 per site = 300 total units allocated
- Ballot On Demand Printers: 4 per site plus 4 sites will receive 5 = 124 total units allocated
- Standard Privacy Booths: the goal is 100 per site = 3,000 total units allocated
- ADA Privacy Booths: 4 per site = 120 total units allocated

*Equipment is assigned depending on the needs and capacity of a given site.*

The Election Day preliminary allocation is as follows:

- DS200 Optical Scanners: 1-9 per polling place = 1,577 total units allocated
- iVotronics: 1-2 per polling place = 598 total units allocated
- EVIDs (electronic poll books): 2-3 per polling place = 1,262 total units allocated
- Standard Privacy Booths: up to 40 per polling place = 6,511 total units allocated
- ADA Privacy Booths: 1 per polling place = 591 total units allocated

*Additional equipment is assigned depending on the needs and/or capacity of a given site.*

### **Staffing**

Poll workers are the face of this Department. As such, we put particular care into their training curriculum to ensure that poll workers are properly prepared and ready to serve. Emphasis is always placed on hands-on training and customer service. A County employee continues to be placed at each voting location in order to ensure the proper level of accountability and oversight.

- 900 poll workers for Early Voting, which equates to an average of 30 poll workers per location;
- 6,000 poll workers for Election Day, which equates to an average of 10-12 poll workers per voting location;

- 90 administrative troubleshooters; and
- 60 supply trucks traversing the County in order to facilitate the most immediate response time.

### **Election Day Results Reporting**

Election night results will be transmitted directly from voting locations to Elections Headquarters via a secure analog line. County employees who serve the role of Election Specialist will continue to be trained on this procedure, as well as on quality assurance procedures that have been implemented to reconcile transmitted results as they are received.

Invariably, there will be a number of voting locations that will experience connection issues while attempting to transmit. In these instances, the contingency plan is to default to traditional means whereby thumb drives are driven to the Collection Centers for transmission.

Our website remains the most effective outlet to obtain up-to-the-minute Election Night results. We expect to release results as follows:

- Vote By Mail Ballots Received Prior to Election Day - 7:15 p.m.;
- Early Voting Results - 7:30 p.m.;
- Subsequently, there will be periodic updated results approximately every 30 minutes through Election Night completion. The number of releases will vary based on polls closing (any voter in line by 7:00 p.m. is entitled to vote) and reconciliation procedures; and
- Final results upload include Vote By Mail Ballots Received on Election Day.

While the Department makes every effort to post results quickly, the primary focus is on accurate reporting. Results will be updated throughout the evening as soon as they are available and verified.

### **Sample Ballot – Prepare Ahead of Time**

Voters are encouraged to view their customized sample ballot, with their specific ballot content, on the Elections Department's website before casting their ballot. This is by far the best way to prepare in advance and help with line management.

In addition, the Official Sample Ballot will be distributed as an insert in *The Miami Herald* and *El Nuevo Herald* on Sunday, October 16<sup>th</sup>, a week before the start of Early Voting. It will contain all ballot content, the new Early Voting schedule and locations, and information on the three ways to vote.

Copies will also be available in public libraries, county and commission offices, and city halls beginning the week of October 17<sup>th</sup>. The Department will be promoting the benefits of downloading the personalized sample ballot to expedite the voting experience at the polls for Miami-Dade County voters. An electronic copy will be transmitted to the Board of County Commissioners and posted online as soon as it becomes available.

### **Outreach and Media Relations**

The Department remains engaged in a multi-faceted outreach campaign to ensure voters are properly educated prior to this election, focusing on key messages through radio, print, and TV news outlets as well as a strong social media presence. Community outreach efforts are conducted on a daily basis.

Keys messages include:

- Registering to vote by October 11<sup>th</sup>;
- Promoting online resources;

- Downloading the customized sample ballot to prepare in advance;
- The convenience of Vote by Mail and Early Voting; and
- Things to remember on Election Day.

### **Supervised Voting**

The Department remains committed in promoting Supervised Voting at assisted living facilities and nursing homes throughout Miami-Dade County. The goal is to provide our elderly voters the opportunity to Vote By Mail in their secure home environment with the assistance of election officials. More than 1,200 voters have signed up to participate for this election, and the number will continue to grow as the October 3<sup>rd</sup> statutory deadline for this service comes to a close.

### **Conclusion**

The Department is steadfast on preparedness. To date, overseas ballots were mailed; ballot printing is ongoing; poll workers are being trained; voting locations are being confirmed; and equipment testing is on schedule. We are well on our way to being "Election Ready" and want Miami-Dade County voters to ensure they are too. Rest assured this election will be conducted with accuracy and integrity, with an emphasis on convenience.

I would like to take this opportunity to give a special thanks to the Miami-Dade Public Library System, Information Technology Department, Internal Services Department, Miami-Dade Police Department, County Attorney's Office, and all other County departments for their continued support of this election year.

Should you have additional questions, feel free to contact me directly at 305-499-8509.

Attachment:

Early Voting Schedule

c: Honorable Harvey Ruvlin, Clerk of the Board  
Abigail Price-Williams, County Attorney  
Alina T. Hudak, Deputy Mayor, Office of the Mayor

# EARLY VOTING SCHEDULE FOR THE GENERAL ELECTION 11/08/2016

OCTOBER 24 <sup>TH</sup>	OCTOBER 25 <sup>TH</sup>	OCTOBER 26 <sup>TH</sup>	OCTOBER 27 <sup>TH</sup>	OCTOBER 28 <sup>TH</sup>	OCTOBER 29 <sup>TH</sup>	OCTOBER 30 <sup>TH</sup>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00AM – 7:00PM						
OCTOBER 31 <sup>ST</sup>	NOVEMBER 1 <sup>ST</sup>	NOVEMBER 2 <sup>ND</sup>	NOVEMBER 3 <sup>RD</sup>	NOVEMBER 4 <sup>TH</sup>	NOVEMBER 5 <sup>TH</sup>	NOVEMBER 6 <sup>TH</sup>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00AM – 7:00PM						

Site Name & Address	Site Name & Address	Site Name & Address	Site Name & Address	Site Name & Address
<b>**Adrienne Arsht Center</b> 1300 Biscayne Blvd, Miami, FL 33132 Peacock Education Center in the Knight Concert Hall (East side of Biscayne Blvd)	John F. Kennedy Library 190 W. 49 <sup>TH</sup> Street, Hialeah, FL 33012	North Shore Branch Library 7501 Collins Avenue, Miami Beach, FL 33141		
<b>**Arcola Lakes Branch Library</b> 8240 NW 7 <sup>TH</sup> Avenue, Miami, FL 33150	Kendall Branch Library 9101 SW 97 <sup>TH</sup> Avenue, Miami, FL 33176	Northeast Dade-Aventura Branch Library 2930 Aventura Boulevard, Aventura, FL 33180		
<b>**Betty T. Ferguson Community Center</b> 3000 NW 199 <sup>TH</sup> Street, Miami Gardens, FL 33056	<b>**Kendale Lakes Branch Library</b> 15205 SW 88 <sup>TH</sup> Street, Miami, FL 33196	<b>**Palmetto Bay Branch Library</b> 17641 Old Cutler Road, Palmetto Bay, FL 33157		
<b>**Carrie P. Meek Senior &amp; Cultural Center</b> 1350 NW 50 <sup>TH</sup> Street, Miami, FL 33142	Lemon City Branch Library 430 NE 61 <sup>ST</sup> Street, Miami, FL 33137	<b>**Pinecrest Branch Library</b> 5835 SW 111 <sup>TH</sup> Street, Pinecrest, FL 33156		
Coral Gables Branch Library 3443 Segovia Street, Coral Gables, FL 33134	Miami Beach City Hall 1700 Convention Center Drive Miami Beach, FL 33139	<b>**Shenandoah Branch Library</b> 2111 SW 19 <sup>TH</sup> Street, Miami, FL 33145		
Coral Reef Branch Library 9211 SW 152 <sup>ND</sup> Street, Miami, FL 33157	Miami Lakes Community Center (Mary Collins Community Center) 15151 NW 82 <sup>ND</sup> Avenue, Miami Lakes, FL 33016	South Dade Regional Library 10750 SW 211 <sup>TH</sup> Street, Cutler Bay, FL 33189		
Elections Department (Main Office) 2700 NW 87 <sup>TH</sup> Avenue, Doral, FL 33172	Model City Branch Library (Caleb Center) 2211 NW 54 <sup>TH</sup> Street, Miami, FL 33142	Stephen P. Clark Government Center (Elections Branch Office) 111 NW 1 <sup>ST</sup> Street (Lobby), Miami, FL 33128		
<b>*Historic Garage</b> 3250 S Miami Avenue, Miami, FL 33129 Same property as the old Museum of Science (as you enter on the right hand side)	<b>**Naranja Branch Library</b> 14850 SW 280 <sup>TH</sup> Street, Homestead, FL 33032	West Dade Regional Library 9445 SW 24 <sup>TH</sup> Street, Miami, FL 33165		
Homestead Community Center (William F. "Bill" Dickinson Community Center) 1601 N. Krome Avenue, Homestead, FL 33030	North Dade Regional Library 2455 NW 183 <sup>RD</sup> Street, Miami Gardens, FL 33056	West End Regional Library 10201 Hammocks Boulevard, Miami, FL 33196		
<b>**International Mall Branch Library</b> 10315 NW 12 <sup>TH</sup> Street, Doral, FL 33172	North Miami Public Library 835 NE 132 <sup>ND</sup> Street, North Miami, FL 33161	West Miami Community Center 901 SW 62 <sup>ND</sup> Avenue, West Miami, FL 33144		

\* Indicates Replacement Site \*\* Indicates Additional Sites