

SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM

Item # 31

**SUBJECT:** Voter Education Grant Award Acceptance & Budget Amendment Request

**DEPARTMENT:** Supervisor of Elections **DIVISION:** \_\_\_\_\_

**AUTHORIZED BY:** Michael Ertel **CONTACT:** Vienna Finochio **EXT.** 7711

**Agenda Date** 3/22/05 **Regular**  **Consent**  **Work Session**  **Briefing**   
**Public Hearing – 1:30**  **Public Hearing – 7:00**

**MOTION/RECOMMENDATION:**

Approval and authorization for the Chairman to sign the acceptance of the Voter Education Grant award documents and execute the attached Budget Amendment recognizing \$62,822 in additional revenues and correspondingly increasing the Supervisor of Elections budget by an equivalent amount.

**BACKGROUND:**

The Department of State has awarded Seminole County Supervisor of Elections a Voter Education Grant in the amount of \$62,822. This is the second year of funding received by the Supervisor of Elections related to this grant. Funds will be used for mailing or publishing sample ballots; conducting activities pursuant to the Standards for Nonpartisan Voter Education as provided in Rule IS-2.033, F.A.C.; print, radio, or television advertising to voters and other innovative voter education programs, as approved by the state. The amount distributed to each eligible county supervisor is equal to the funding level per voter multiplied by the number of registered voters in the County for the 2004 Presidential Preference Primary. The county shall provide matching funds in the amount equal to 15% or \$9,424 of the amount to be received from the state. The matching funds are available from current appropriations in the Supervisor of Elections Fiscal Year 2004/05 Budget.

Reviewed by:  
Co Atty: \_\_\_\_\_  
DFS: [Signature]  
Other: \_\_\_\_\_  
DCM: \_\_\_\_\_  
CM: [Signature]  
File No. C.SOE01



FLORIDA DEPARTMENT OF STATE

**Glenda E. Hood**

Secretary of State

DIVISION OF ELECTIONS

**MEMORANDUM**

TO: Supervisors of Elections  
FROM: Dawn Roberts, Director, Division of Elections  
DATE: July 23, 2004  
SUBJECT: Voter Education Funds

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The 2004 Legislature appropriated \$2,900,000 specifically for voter education. These funds will be distributed to the Supervisors of Elections pursuant to a formula based on registered voters as of the 2004 Presidential Preference Primary, as certified by the Department of State. The Legislature specified that these funds could be used for mailing or publishing sample ballots; for conducting activities described in the Standards for Nonpartisan Voter Education provided in Rule 1S-2.033, F.A.C; for print, radio or television advertising to voters; and for other innovative voter education programs, as approved by the Department of State.

In order to receive the voter education funds, the Legislature has required that the Supervisor provide the Department of State with a detailed description of the voter education plans to be implemented. In addition, the Chairman of the Board of County Commissioners will be required to certify that the county will match the state funds with a 15% county match. Both the state funds and the county matching funds must be held in a separate account to be used solely for voter education purposes.

Enclosed is the Memorandum of Agreement for Receipt and Use of Voter Education Funds which is required to be executed by the Supervisor of Elections. Also enclosed is the Certification Regarding Matching Funds, which is required to be executed by the Chairman of the Board of County Commissioners. Please return both of these executed documents, along with your detailed plan, to the Division of Elections. You will be provided a copy of the agreement upon execution by the Division.

If you have any questions, please let us know.

DKR/jad

Enclosures

**MEMORANDUM OF AGREEMENT FOR RECEIPT AND USE OF  
VOTER EDUCATION FUNDS**

This agreement, effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2005, is by and between the State of Florida, Department of State, Division of Elections ("Department"), the address of which is 500 South Bronough Street, Room 316, Tallahassee, FL 32399-0250 and Seminole County Supervisor of Elections, Michael Ertel ("Supervisor"), the address of which is P O Box 1479, 1500 East Airport Boulevard, Sanford, FL 32773.

WHEREAS, Section 6 of Chapter 2004-268, Laws of Florida, provides for the disbursement of funds to be used for voter education.

WHEREAS, said section is intended to provide funding for additional voter education beyond the county supervisors of elections current programs.

**I. Governing Law**

From the funds appropriated from the Grants and Donations Trust Fund to the Department of State, Specific Appropriation 2871P of the 2004-2005 General Appropriations Act, the Department shall distribute the sum of \$2,900,000 in the state fiscal year 2004-2005 to the county supervisors of elections to fund comprehensive voter education programs.

The Department shall distribute to each eligible county supervisor of elections an amount equal to the funding level per voter multiplied by the number of registered voters in the county for the 2004 Presidential Preference Primary, as certified by Department of State. The Department shall determine the funding level per voter in the state based on that information.

**II. Restrictions**

No county supervisor of elections shall receive funds pursuant to Section I until the Supervisor provides to the Department a detailed description of the voter education plans to be implemented.

No county supervisor of elections shall receive funds pursuant to Section I until Board of County Commissioners certifies to the Department that the county will provide matching funds for voter education in an amount equal to 15% of the amount to be received from the state. If Board of County Commissioners fails to appropriate the matching funds required by this paragraph, any funds provided to the Supervisor under this agreement shall be returned to the Department.

All state funds received pursuant to Section I and all county matching funds shall be held in a separate account and shall be used solely for the voter education programs detailed in the Supervisor's plan. Any funds remaining in the account at the end of the

fiscal year shall remain in the account to be used for the same purposes for subsequent years or until the funds are expended.

Supervisors may only use funds received under this agreement for purposes outlined in Specific Appropriation 2871P of the 2004-2005 General Appropriations Act and consistent with the provisions of the federal Help America Vote Act. Any funds received by the Supervisor under this agreement that are used for any unauthorized purpose shall be repaid to the Department.

### **III. Disbursement**

The Supervisor shall receive a sum certain as provided above and outlined in Appendix A.

### **IV. Audits and Monitoring**

The administration of funds awarded by the Department to the Supervisor may be subject to audits and monitoring by the Department, as described in this section.

1. Each Supervisor expending \$300,000 or more in funds provided under this agreement may be subject to federal single or program specific audits. See OMB Circular No. A-133 (Revised, June 24, 1997) regarding Audits of States, Local Governments, and Nonprofit Organizations and the Catalog of Federal Domestic Assistance (CFDA) § 39.011, Election Reform Payments.

2. Each Supervisor receiving funds under this agreement shall keep such records with respect to the funds received as are consistent with sound accounting principles, including records which fully disclose the amount and disposition by the supervisor, the total cost of the project or undertaking for which such funds are used, the amount of that portion of the cost of the project or undertaking supplied by other sources, and such other records as will facilitate an effective audit. The Supervisor agrees to provide copies of and/or access to all such documentation to state and/or federal auditors and the Department upon request.

3. The Supervisor shall provide a report to the Department on or before December 31, 2005 detailing the actual expenditures by the Supervisor of the funds provided under this agreement which shall cover the period from the date of receipt of the funds by the Supervisor through September 30, 2005. The Supervisor shall subsequently provide such a report by December 31 of each and every year thereafter, covering the preceding period of October 1 through September 30, as long as any funds provided for under this agreement remain and/or are expended.

### **V. Report Submissions**

Reports required by PART IV of this agreement shall be submitted by the Supervisor directly to the Department of State at the following address:

Department of State  
Division of Elections  
500 S. Bronough Street, Suite 316  
Tallahassee, Florida 32399-0250

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

Department of State, Division of Elections:

Supervisor of Elections

By: \_\_\_\_\_  
Division Director

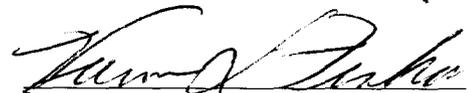
By:  \_\_\_\_\_

Michael Ertel, Supervisor of Elections

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Witness

*2/25/05*  
\_\_\_\_\_  
Date

## **Certificate Regarding Matching Funds**

I, \_\_\_\_\_, Chairman of the Board of County Commissioners of Seminole County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for voter education in county FY 2004-2005 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for Seminole County is \$9,423.36. I understand that if the Board fails to appropriate the required matching funds, all funds received from the state for voter education purposes during the 2004-2005 state fiscal year will be required to be returned to the Department of State.

\_\_\_\_\_  
Chairman, Board of County Commissioners

2005-R-

**BUDGET AMENDMENT REQUEST**

| DFS Recommendation  |         |
|---------------------|---------|
| B. Newton <i>BN</i> | 2/25/05 |
| Analyst             | Date    |
| <i>Plamp</i>        | 3/03/05 |
| Budget Mgr          | Date    |
| Director            | Date    |

TO: Seminole County Board of County Commissioners

FROM: Department of Fiscal Services

SUBJECT: **Budget Amendment Resolution**  
Department: **Supervisor of Elections**  
Fund(s): **General Fund (00127)**

PURPOSE: To recognize receipt of revenue of \$62,822 from the state for mandated voter education programs and authorize a 15% match of \$9,424. The matching funds are available from current appropriations in the Supervisor of Elections Fiscal Year 2004/05 Budget.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

**Sources:**

| Account Number       | Project # | Account Title   | Amount          |
|----------------------|-----------|-----------------|-----------------|
| 00127-334164         |           | Voter Education | \$62,822        |
| <b>Total Sources</b> |           |                 | <b>\$62,822</b> |

**Uses:**

| Account Number      | Project # | Account Title             | Amount          |
|---------------------|-----------|---------------------------|-----------------|
| 00127-027103-530490 |           | Other Charges/Obligations | 62,822          |
| <b>Total Uses</b>   |           |                           | <b>\$62,822</b> |

**BUDGET AMENDMENT RESOLUTION**

This Resolution, 2005-R-\_\_\_\_\_ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida \_\_\_\_\_ as reflected in the minutes of said meeting.

Attest:

\_\_\_\_\_  
Maryanne Morse, Clerk to the  
Board of County Commissioners

By: \_\_\_\_\_  
Carlton Henley,  
Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Entered by County Finance Department

Date: \_\_\_\_\_

DEPARTMENT OF STATE  
 DIVISION OF ELECTIONS  
 VOTER EDUCATION FUNDS  
 FY 2004-05

| COUNTY       | 2004 PRESIDENTIAL PREFERENCE PRIMARY REGISTERED VOTERS | VOTER EDUCATION FUNDING PER COUNTY | COUNTY MATCHING FUNDS 15% |
|--------------|--|------------------------------------|---------------------------|
| Pasco        | 245,539  | \$ 76,291.37                       | \$ 11,443.70              |
| Pineellas    | 558,601  | \$ 173,562.79                      | \$ 26,034.42              |
| Polk         | 268,779  | \$ 83,512.26                       | \$ 12,526.84              |
| Putnam       | 42,171   | \$ 13,102.94                       | \$ 1,965.44               |
| Santa Rosa   | 87,307   | \$ 27,127.14                       | \$ 4,069.07               |
| Sarasota     | 224,031  | \$ 69,608.62                       | \$ 10,441.29              |
| Seminole     | 202,190  | \$ 62,822.41                       | \$ 9,423.36               |
| St. Johns    | 97,373   | \$ 30,254.74                       | \$ 4,538.21               |
| St. Lucie    | 128,735  | \$ 39,999.22                       | \$ 5,999.88               |
| Sumter       | 35,850   | \$ 11,138.95                       | \$ 1,670.84               |
| Suwannee     | 20,420   | \$ 6,344.69                        | \$ 951.70                 |
| Taylor       | 11,066   | \$ 3,438.31                        | \$ 515.75                 |
| Union        | 6,473  | \$ 2,011.22                        | \$ 301.68                 |
| Volusia      | 277,813  | \$ 86,319.21                       | \$ 12,947.88              |
| Wakulla      | 14,124   | \$ 4,388.46                        | \$ 658.27                 |
| Walton       | 29,213   | \$ 9,076.76                        | \$ 1,361.51               |
| Washington   | 13,186   | \$ 4,097.02                        | \$ 614.55                 |
| <b>TOTAL</b> | <b>9,333,469</b>                                       | <b>\$ 2,900,000.00</b>             | <b>\$ 435,000.00</b>      |

FY 2004-05 APPROPRIATION - VOTER EDUCATION \$2,900,000

2004 Presidential Preference Primary - Total number of registered voters in the state 9,333,469

FUNDING LEVEL PER INDIVIDUAL VOTER \$0.3107

(Based on FY 2004-05 appropriation for Voter Education divided by the total number of registered voters in the state for the 2004 Presidential Preference Primary)

The Department of State shall distribute funds appropriated for voter education to county supervisors of elections for the following purposes relating to voter education: mailing or publishing sample ballots; conducting activities pursuant to the Standards for Nonpartisan Voter Education as provided in Rule 1S-2.033, F.A.C.; print, radio, or television advertising to voters and other innovative voter education programs, as approved by the Department of State. No supervisor of elections shall receive any funds until the county supervisor of elections provides to the Department of State a detailed description of the voter-education programs, such as those described above, to be implemented.

The Department shall distribute an amount to each eligible county supervisor equal to the funding level per voter multiplied by the number of registered voters in the county for the 2004 Presidential Preference Primary. The Department shall determine the funding level per voters in the state based on that information.

In order for a county supervisor of elections to be eligible to receive state funding for voter education, the county must certify to the Division of Elections that the county will provide matching funds for voter education in the amount equal to fifteen percent of the amount to be received from the state. Additionally, to be eligible, a county must segregate state voter education distributions and required county matching dollars in a separate account established to hold only such funds. Funds in this account must be used only for the activities for which the funds were received. Any funds remaining in the fund at the end of the fiscal year shall remain in the account to be used for the same purposes for subsequent years or until such funds are expended.

## APPENDIX A

DEPARTMENT OF STATE  
DIVISION OF ELECTIONS  
VOTER EDUCATION FUNDS  
FY 2004-05

| COUNTY       | 2004 PRESIDENTIAL<br>PREFERENCE<br>PRIMARY<br>REGISTERED<br>VOTERS | VOTER<br>EDUCATION<br>FUNDING<br>PER COUNTY | COUNTY<br>MATCHING<br>FUNDS<br>15% |
|--------------|--|---|------------------------------------|
| Alachua      | 118,917  | \$ 36,948.67                                | \$ 5,542.30                        |
| Baker        | 11,978   | \$ 3,721.68                                 | \$ 558.25                          |
| Bay          | 89,992   | \$ 27,961.39                                | \$ 4,194.21                        |
| Bradford     | 13,802   | \$ 4,288.42                                 | \$ 643.26                          |
| Brevard      | 312,506  | \$ 97,098.67                                | \$ 14,564.80                       |
| Broward      | 965,660  | \$ 300,040.00                               | \$ 45,006.00                       |
| Calhoun      | 7,987  | \$ 2,481.64                                 | \$ 372.25                          |
| Charlotte    | 107,416  | \$ 33,375.20                                | \$ 5,006.28                        |
| Citrus       | 84,073   | \$ 26,122.30                                | \$ 3,918.35                        |
| Clay         | 93,834   | \$ 29,155.14                                | \$ 4,373.27                        |
| Collier      | 155,425  | \$ 48,292.07                                | \$ 7,243.81                        |
| Columbia     | 31,035   | \$ 9,642.88                                 | \$ 1,446.43                        |
| DeSoto       | 14,240   | \$ 4,424.51                                 | \$ 663.68                          |
| Dixie        | 8,972  | \$ 2,787.69                                 | \$ 418.15                          |
| Duval        | 439,949  | \$ 136,696.45                               | \$ 20,504.47                       |
| Escambia     | 169,163  | \$ 52,560.60                                | \$ 7,884.09                        |
| Flagler      | 40,960   | \$ 12,726.67                                | \$ 1,909.00                        |
| Franklin     | 7,350  | \$ 2,283.72                                 | \$ 342.56                          |
| Gadsden      | 25,508   | \$ 7,925.58                                 | \$ 1,188.84                        |
| Gilchrist    | 8,155  | \$ 2,533.84                                 | \$ 380.08                          |
| Glades       | 6,090  | \$ 1,892.22                                 | \$ 283.83                          |
| Gulf         | 9,159  | \$ 2,845.79                                 | \$ 426.87                          |
| Hamilton     | 7,414  | \$ 2,303.60                                 | \$ 345.54                          |
| Hardee       | 11,881   | \$ 3,691.54                                 | \$ 553.73                          |
| Hendry       | 16,005   | \$ 4,972.91                                 | \$ 745.94                          |
| Hernando     | 102,389  | \$ 31,813.26                                | \$ 4,771.99                        |
| Highlands    | 58,730   | \$ 18,247.98                                | \$ 2,737.20                        |
| Hillsborough | 554,929  | \$ 172,421.86                               | \$ 25,863.28                       |
| Holmes       | 10,195   | \$ 3,167.69                                 | \$ 475.15                          |
| Indian River | 75,828   | \$ 23,560.50                                | \$ 3,534.08                        |
| Jackson      | 25,689   | \$ 7,981.82                                 | \$ 1,197.27                        |
| Jefferson    | 8,710  | \$ 2,706.28                                 | \$ 405.94                          |
| Lafayette    | 4,049  | \$ 1,258.06                                 | \$ 188.71                          |
| Lake         | 144,600  | \$ 44,928.63                                | \$ 6,739.29                        |
| Lee          | 292,893  | \$ 91,035.79                                | \$ 13,655.37                       |
| Leon         | 142,827  | \$ 44,408.82                                | \$ 6,661.32                        |
| Levy         | 20,477   | \$ 6,362.40                                 | \$ 954.36                          |
| Liberty      | 3,858  | \$ 1,198.72                                 | \$ 179.81                          |
| Madison      | 10,723   | \$ 3,331.74                                 | \$ 499.76                          |
| Manatee      | 179,585  | \$ 55,798.81                                | \$ 8,369.82                        |
| Marion       | 170,748  | \$ 53,053.07                                | \$ 7,957.96                        |
| Martin       | 93,598   | \$ 29,081.81                                | \$ 4,362.27                        |
| Miami-Dade   | 951,774  | \$ 295,725.48                               | \$ 44,358.82                       |
| Monroe       | 52,710   | \$ 16,377.51                                | \$ 2,456.63                        |
| Nassau       | 37,011   | \$ 11,499.68                                | \$ 1,724.95                        |
| Okaloosa     | 117,781  | \$ 36,595.71                                | \$ 5,489.36                        |
| Okeechobee   | 17,145   | \$ 5,327.12                                 | \$ 799.07                          |
| Orange       | 454,571  | \$ 141,239.65                               | \$ 21,185.95                       |
| Osceola      | 109,579  | \$ 34,047.27                                | \$ 5,107.09                        |
| Palm Beach   | 672,528  | \$ 208,961.02                               | \$ 31,344.15                       |