

1999 Annual Report



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Division of Elections

Table of Contents

- Director’s Office 1**
 - Functions..... 1
 - Election Observers 3
 - Training Programs 3
 - Supervisors of Elections Certification..... 3
 - Information Services 4
 - Constitutional Initiatives 4
 - Voting Systems Section..... 6
 - Florida Voter Registration Act..... 8
 - Central Voter File..... 10
 - Legal Section..... 10
 - Publications 11
- Bureau of Election Records 12**
 - Bureau Chief’s Office..... 14
 - Review Section..... 14
 - Electronic Filing 18
 - Commission Section..... 18
 - Public Information Section 19
 - Financial Disclosure Section..... 20
- Bureau of Administrative Code and Weekly 22**
 - Rules Filed and Prepared for Publisher 25
 - Telephone Calls and Walk-in Requests 25
 - Training Programs 26
 - Correspondence 26
 - Certified Copies..... 26
 - Laws..... 26
 - Distribution and Duplication of Laws 26

Florida Department of State

Division of Elections

1999 Annual Report

The Division of Elections oversees many diverse functions. The division is comprised of the director's office, which consists of the elections administration, legal, and the voting systems sections; and two bureaus: Election Records and Administrative Code and Weekly. The division has a total of 40 permanent employees.

Director's Office

The mission of the director's office is to provide statewide coordination and direction for the interpretation and enforcement of election laws and supervise the two bureaus. The Florida Election Code, Chapters 97-106, Florida Statutes, regulates all statewide and county elections. Portions of the election code also pertain to the 392 municipalities, 1,000 special districts, and federal elections.

Elections are conducted in Florida almost every week of the year by supervisors of elections or city clerks. Major statewide and county elections are held in even-numbered years. Special elections are called by the governor in circumstances necessary to fill vacancies created by resignations, etc. Many county referendum elections, special district elections and city elections are held during the off-election years. Therefore, on a daily basis, staff in the director's office provides election related assistance to the 67 county supervisors and their staff, 392 municipalities, special districts, county and city attorneys, candidates, political committees, committees of continuous existence, elected officials, media, the public, and other election officials throughout the United States.

The director's office is located in Room 1801, the Capitol, and consists of 17 positions.

Functions

In detail, the director's office:

- Oversees the interpretation and enforcement of election laws.
- Provides advisory opinions to supervisors of elections, candidates, local officers having election related duties, political parties, political committees, committees of continuous existence or other persons or organizations engaged in political activity, relating to any provisions or possible violations of Florida election laws. (Section 106.23(2), F.S.)
- Prescribes rules and regulations to carry out the provisions of the election laws. (Section 106.22(9), F.S.)

- Acts as the Secretary of State's designee with respect to:
 - A. Interpretation of the election laws.
 - B. Providing uniform standards for the proper and equitable implementation of the voter registration laws.
 - C. Actively seeking out and collecting data and statistics necessary to knowledgeably scrutinize the effectiveness of the election laws.
 - D. Providing technical assistance to the supervisors of elections on voter education and election personnel training services.
 - E. Providing technical assistance to the supervisors of elections on voting systems.
 - F. Coordinating with the United States Department of Defense so that armed forces recruitment offices can administer voter registration in a manner consistent with the procedures set forth in the election laws for voter registration agencies.
 - G. Providing voter education assistance to the public.
 - H. Coordinating the state's responsibilities under the National Voter Registration Act of 1993.
 - I. Providing training to all affected state agencies on the necessary procedures for proper implementation of the Florida Voter Registration Act.
 - J. Ensuring that all registration applications and forms prescribed, or approved, are in compliance with the Voting Rights Act of 1965.
- Oversees the process by which citizens propose constitutional amendments by initiative. (Sections 100.371, 101.161, 15.21, 16.061, F.S., Article XI, Section 3, Florida Const., Rules 1S-2.009 and 1S-2.0091, F.A.C.)
- Publishes notices of general election stating what offices are to be filled at the general election in the state, and in each county and district. (Section 100.021, F.S.)
- Publishes full text of the proposed constitutional amendments in one newspaper of general circulation in each county, once in the tenth week, and once in the sixth week immediately preceding the week in which the election is held. (Article XI, Section 5(b), Fla. Const.) Note: Section 101.171, F.S., provides that the Division of Elections shall have printed, and furnish to each supervisor of elections, a sufficient number of copies of the full text of the proposed constitutional amendments to be posted at each precinct on election day.
- Publishes notice of voter registration book closing dates, election dates, assistance for the elderly and handicapped, and instructions for obtaining absentee ballots prior to the first primary and general election pursuant to federal law. (Voting Accessibility for the Elderly and Handicapped Act of 1984 Public Law 98-435.)
- Prescribes forms for statements and other information required by Chapter 106, Florida Statutes. (Section 106.22, F.S.)
- Prepares and publishes manuals or brochures setting forth recommended uniform methods of bookkeeping and reporting, including appropriate portions of the election code, for use by persons required by Chapter 106, Florida Statutes, to file reports. (Section 106.22, F.S.)
- Oversees and approves training courses for continuing education for supervisors of elections. (Rule 1S-2.011, F.A.C.)

- Serves as depository for official orders and acts of the Governor, such as proclamations, executive orders of reassignment, executive orders of clemency, applications for issuance of extraditions, suspensions and reinstatements of elected and appointed officials, and appointments and commissions of elected and appointed officials. (Chapters 113 and 114, Sections 27.14, 112.40, 252.36, 942.23, F.S., and Article IV, Section 4(b), Fla. Const.)
- Coordinates, on an annual basis, two statewide workshops for the supervisors of elections by reviewing and providing updates on the election laws to ensure uniformity statewide in the interpretation of the election laws.
- Conducts regional workshops around the state for supervisors of elections, candidates, political committees, committees of continuous existence, political parties and groups having election related interest.
- Oversees the entire budget process for the Division of Elections and pays all bills.
- Provides fiscal analyses to the legislature on all proposed election-related bills and all other proposed bills for the bureaus under the division.
- Makes recommendations to the legislature for changes in the statutes relating to the duties and responsibilities of the division.
- Makes an annual report to the President of the Senate and the Speaker of the House of Representatives concerning activities of the division. (Section 106.22(10), F.S.)
- Oversees and coordinates personnel matters for the division.
- Maintains voter fraud hotline and provides election fraud education to the public.

Election Observers

The legislature has not provided funding for the division's responsibilities mandated by Section 101.58, Florida Statutes, which requires the Department of State to provide official observers for any election in the state when requested. In 1999, the division authorized five observers for elections. Those elections were held in Golden Beach, Quincy, Midway, Homestead and the Flagler Estates Road and Water Management District.

Training Programs

The director's office coordinates training programs for supervisors of elections. The division conducted two major workshops in conjunction with the Florida State Association of Supervisors of Elections' Conferences in January and June of 1999. There were several regional workshops held for supervisors and staff on the Central Voter File.

Supervisors of Elections Certification

The division oversees certification for supervisors of elections through which supervisors obtain credits to maintain job proficiency. During 1999, fourteen more supervisors obtained certification. There are 61 of the 67 supervisors of elections who are now certified.

Information Services

In 1999, the division received over 4,000 phone calls a month from election and other municipal and county officials, the public, the media, state agencies, attorneys, candidates and committees seeking advice.

The division also responded to a considerable number of “walk-in” and mail requests for information. Many of these requests required hours of research by staff.

The media made daily requests for information filed with the division, including financial disclosure information, campaign report data, election statistics, rules, laws, and complaints. In addition, the Campaign Financing Act applies to more than 450 county and municipal election officials and their attorneys who regularly seek direction from the division on issues relating to local county and municipal elections.

Constitutional Initiatives

Florida’s constitution permits amendments by citizen initiative. The division oversees this process. The number of valid signatures needed for an initiative petition to obtain ballot position for the 2000 general election is a total of 435,329. As of printing, no initiative petition has made ballot position for the 2000 general election.

Initiative Petition Name	Certified Signatures
AMENDMENT TO BAR GOVERNMENT FROM TREATING PEOPLE DIFFERENTLY BASED ON RACE IN PUBLIC CONTRACTING	45,911
AMENDMENT TO BAR GOVERNMENT FROM TREATING PEOPLE DIFFERENTLY BASED ON RACE IN PUBLIC EDUCATION	45,952
AMENDMENT TO BAR GOVERNMENT FROM TREATING PEOPLE DIFFERENTLY BASED ON RACE IN PUBLIC EMPLOYMENT	45,858
END GOVERNMENTAL DISCRIMINATION AND PREFERENCES AMENDMENT	45,831
FLORIDA TRANSPORTATION INITIATIVE FOR STATEWIDE HIGH SPEED MONORAIL, FIXED GUIDEWAY OR MAGNETIC LEVITATION SYSTEM	13,150
SINGLE PAYER HEALTH CARE	13,701
FREEDOM TO USE MEDICINAL MARIJUANA FOR SPECIFIC CERTIFIED MEDICAL PURPOSES	0
CITIZENS’ RIGHT OF POLITICAL PARTICIPATION	0
VOTER OPTION OF “NONE OF THE ABOVE” AT GENERAL ELECTION	0
VOTERS’ POWER OF RECALL	0
EQUAL OPPORTUNITY IN PUBLIC CONTRACTING	0

Initiative Petition Name	Certified Signatures
EQUAL OPPORTUNITY IN PUBLIC EDUCATION	0
EQUAL OPPORTUNITY IN PUBLIC EMPLOYMENT	0
FLORIDA EQUAL OPPORTUNITY INITIATIVE	0
VOTER CONTROL OF CITY TAXES	0
CREATES INDEPENDENT NONPARTISAN COMMISSION TO APPORTION LEGISLATIVE AND CONGRESSIONAL SEATS WHICH REPLACES APPORTIONMENT BY LEGISLATURE	0
STANDARDS TO BE FOLLOWED IN APPORTIONING OR CREATING LEGISLATIVE OR CONGRESSIONAL DISTRICTS	0
RIGHT OF INTIMATE PRIVACY	0
CHILDREN'S RIGHT NOT TO BE ABUSED	0
CHILDREN'S RIGHT NOT TO BE MOLESTED	0
SAVE OUR FLORIDA	0
LIMITING ASSESSED VALUES AND TAXES ON HOMESTEAD PROPERTY	1,127
LIMITING MILLAGE TAX RATES	1,185
LIMITING TAXATION BY NON-ELECTED PERSONS	1,255
LIMITING TAXPAYER SUPPORTED SOCIAL SERVICES TO ILLEGAL ALIENS	1,714
PROPERTY TAX EXEMPTION FOR SCHOOL CHOICE	1,190
CONSTITUTIONAL AMENDMENT RESTRICTING DISCRIMINATION BY THE STATE OF FLORIDA OR ANY POLITICAL SUBDIVISION	52
COURT REFORM	0
TERM LIMITS BY VOTER APPROVAL	0

Voting Systems Section

A number of events made 1999 another demanding year for the Voting Systems Section. Factors, like the continuing increase of public interest in election irregularities, the assurance of Y2K voting system compliance, the acquisition of new voting systems by several counties, public interest in the possibility of "internet voting," along with a number of county and special elections, all combined to create an unprecedented demand for services.

Voting system testing and evaluation resulted in the certification of 13 new systems. At year-end, three applications for voting system certification were being processed.

During the year, 37 counties submitted modifications, updates, or revisions to the security procedure documents on file with the division in accordance with Rule 1S-2.015, F.A.C. Sixty-eight percent of these documents (25) were approved; four were returned to the county supervisors of elections for further revision; and eight are in inventory awaiting review.

The Voting Systems Section continued to work with the Department of Defense's office of the Federal Voter Assistance Program (FVAP) on the development of a pilot program to enable overseas service personnel to cast absentee ballots over the Internet. Efforts included one meeting with the FVAP staff in Washington, D.C., two meetings in Okaloosa County with FVAP and county staff, and an appearance before the Florida Senate Committee on Ethics and Elections.

The National Association of State Election Directors, and its Independent Testing Authority laboratories, worked with the Voting Systems Section to develop a mature national testing program for voting systems. This included committee service, correspondence, discussions with the testing labs on voting system examination issues, and the publication and presentation to the Association of a "whitepaper" entitled *Voting System Software Escrow Issues*.

Correspondence and meetings with Federal Elections Commission staff and consultants, on the revision of the *National Standards for Voting Systems*, was continued.

The Voting Systems Section also provided technical assistance in many areas. Some specific activities included:

- Review of punchcard ballot stock for compliance with *Florida Voting Systems Standards*.
- Assisting six counties with acquisitions of new voting systems.
- Responding to inquiries from a County's Citizen's Committee on Elections.
- Meeting with the Election Software & Systems user groups held in DeFuniak Springs, Gainesville, and St. Pete Beach, Florida.
- Participating in a workshop held in Pinellas County, Florida on "Touch Screen" voting systems.
- Participating in a workshop held in Indian River County, Florida on Y2K compliance.
- Participating in two NASED ITA Technical Advisory Committee meetings.
- Presentation at the FASAE Summer Conference of a program on Y2K compliance.

- Presentation at the Annual Telecommunications Policy Research Conference in Washington, D.C. of a program entitled "*Internet Voting Policy Concerns.*"
- Assisting Miami-Dade County with a reconfiguration of its tabulation system computer network.
- Participating in a workshop held at the Federal Elections Commission in Washington, D.C. on voting systems standards.

Conduct of election reports from county canvassing boards were received and processed in accordance with Section 102.141(6), Florida Statutes. A total of 59 such reports were filed with the division following county or municipal elections held during 1999. The contents of these reports were reviewed by the division to determine what problems or anomalies were being observed and reported by the canvassing board, what solutions were invoked to resolve these problems, and what implication or impact did any of these problems, anomalies, or solutions have on the overall conduct of Florida elections, or with any certified voting system in a Florida county.

Voting system parameter filings from each supervisor of elections, were received and reviewed for compliance.

Florida Voter Registration Act

Voter registration in Florida continues to change since the implementation of the Florida Voter Registration Act on January 1, 1995. As of December 1999, Florida voter rolls grew by 595,613 new valid registrations. This increased Florida's total registration to 8,270,752 registered voters. Although voter registration has risen substantially since the enactment of the law, the same impact on voter turnout was not experienced. Voter turnout for the first primary was down to 16.6% in 1998, compared to 28.9% in 1994. Additionally, the general election saw only a 49.5% turnout in 1998, down from the 65.6% experienced in 1994.

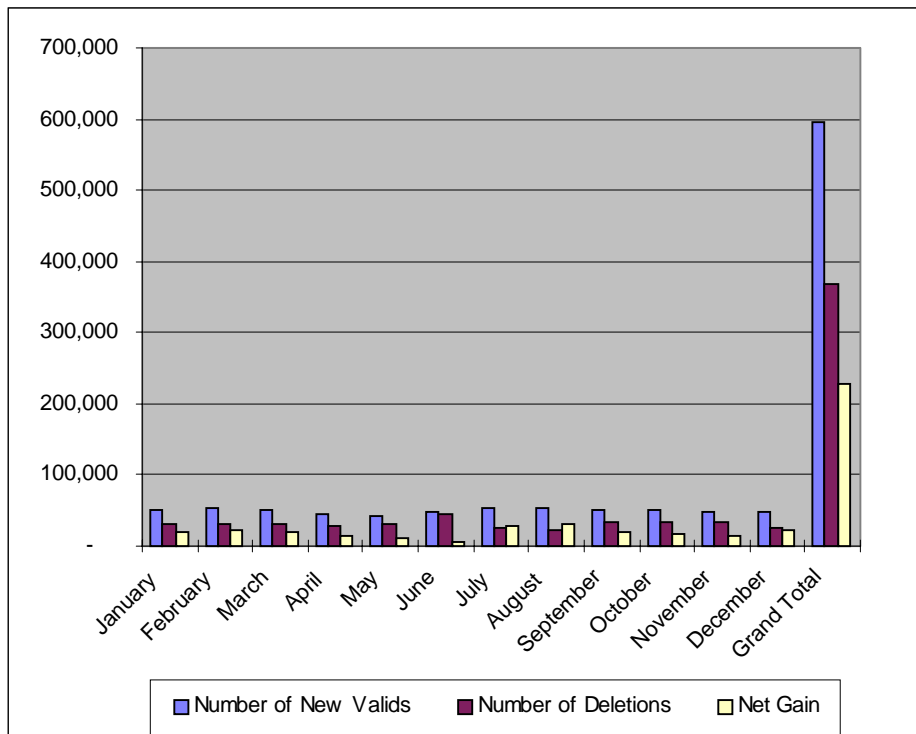
The division continues to administer the Act while distributing over 2 million English and 500,000 Spanish voter registration forms in 1999, and distributing nearly 1,800 copies of reports detailing registration data. During 1999, the division processed over 3,600 voter registration applications through our on-line voter registration application service.

Voter Registraton History

Year	Republican	Democrat	Other	Total
1970	711,090	2,024,387	61,523	2,797,000
1971	777,261	2,162,185	76,485	3,015,931
1972	974,999	2,394,604	117,855	3,487,458
1974	1,035,510	2,438,580	147,166	3,621,256
1976	1,138,751	2,750,723	204,834	4,094,308
1978	1,178,671	2,812,217	226,299	4,217,187
1980	1,429,645	3,087,427	292,649	4,809,721
1982	1,500,031	3,066,351	299,254	4,865,636
1984	1,895,937	3,313,073	365,462	5,574,472
1986	2,038,831	3,214,753	377,604	5,631,188
1988	2,360,434	3,264,105	422,808	6,047,347
1990	2,448,488	3,149,747	432,926	6,031,161
1992	2,672,968	3,318,565	550,292	6,541,825
1994	2,747,074	3,245,518	567,006	6,559,598
1996	3,309,105	3,728,513	1,040,259	8,077,877
1998	3,327,207	3,731,367	1,268,133	8,326,707
1999	3,274,601	3,668,559	1,327,592	8,270,752

1999 Voter Registration Changes

Month	Number of New Valids	Number of Deletions	Net Gain
January	50,866	30,223	20,643
February	54,290	31,303	22,987
March	50,323	29,952	20,371
April	44,152	28,807	15,345
May	41,317	30,246	11,071
June	48,205	43,750	4,455
July	54,607	25,663	28,944
August	54,478	23,826	30,652
September	51,355	32,462	18,893
October	49,901	33,293	16,608
November	47,591	33,146	14,446
December	48,528	25,966	22,562
Total	595,613	368,637	226,677



Central Voter File

Section 98.097, Florida Statutes, created in 1997 established the Central Voter File (CVF), which is administered by the Division of Elections, and is a statewide centrally maintained database containing voter registration information of all counties in the state. At this time, two counties have been unable to provide this information to the division.

In 1999, the Division of Elections received voter registration data from 65 counties and compiled a CVF on a quarterly basis. It takes a full month to build the CVF because each county's data must be processed to convert all codes and field types to the same format. There are over 8.2 million voter records and 19.2 million history records in CVF.

The CVF has made it easier for parties needing information on voters in districts that cross county lines. They now only have to go to one source for this "standardized" information, rather than multiple sources for "unique" information. In 1999, the division fulfilled 39 requests for voter information.

Section 98.0975, Florida Statutes, requires the division to identify for each supervisor of elections on an annual basis, voters who are deceased or convicted of a felony and who have not had their rights restored. To accomplish this task, the division acquired data from the Bureau of Vital Statistics (1.25+ million), the Florida Department of Law Enforcement (FDLE) felon file (1.87+ million), and a file from the Office of Executive Clemency (140+ thousand). In September 1999, reports containing the list of possible voters in question were distributed to the counties. Overall, the CVF process identified 39,861 possible felon matches and 9,227 possible death matches. From the possible felon, death and duplicate matches, supervisors of elections are required to attempt to verify the information provided. However, many of the "possible" matches given to the supervisors are not "actual" matches.

The division was also able to identify voters with duplicate registration – a voter who was registered more than once in the same county or in two different counties. In 1999, the division identified 39,541 possible duplicate registrations.

Legal Section

Section 106.23(2), Florida Statutes, provides that the division issue advisory opinions when requested by any supervisor of elections, candidate, local officer having election related duties, political party, political committee, committee of continuous existence, or organization engaged in political activity, relating to any provision or possible violations of Florida election laws with respect to actions such supervisor, candidate, local officer having election related duties, political party, committee, person, or organization has taken or proposes to take. The division has two attorneys who research and prepare opinions. Sixteen formal and ninety-eight informal opinions were issued in 1999. These attorneys also provide legal guidance to the public, supervisors of elections, candidates, municipal clerks, county and city attorneys, the Bureau of Election Records, and the Bureau of Administrative Code and Weekly. When the Department of State, or the division, is a party to a lawsuit, the legal section provides representation or assists the Office of the Attorney General.

Although it goes unnoticed, the division's legal staff renders a tremendous volume of public assistance over the telephone. This year, the legal staff handled over 3,000 telephone inquiries.

Publications

The division prepares and distributes various forms and publications. The following is a list of the materials printed by the division in 1999.

Publications	Quantity	Cost
Annual Report	350	\$262
1998 Calendar of Election Dates	12,000	\$430
Candidate Handbook on Campaign Financing	18,500	\$24,366
Preliminary Candidate Handbook	1,000	\$1,700
Qualifying Handbook for Candidates	10,000	\$12,078
Publications	Quantity	Cost
Chapter 106, Florida Statutes	12,000	\$4,773
Chapters 99, 105 and 106, Florida Statutes	12,000	\$7,173
Committee Handbook	12,000	\$7,600
Dates To Remember	1,000	\$2,000
The Election Laws	10,500	\$25,319
Florida Constitution	10,000	\$17,512
Florida Registration and Voting Guide	30,000	\$7,244
Instructions to Voters	93,650	\$4,336
Tabulation, 1998 First Primary	300	\$1,170
Tabulation, 1998 Second Primary	300	\$855
Tabulation, 1998 General Election	300	\$1,350
Petition Cards	3,005,000	\$22,531
Comment Cards	8,000	\$86
1998 Fair Campaign Practice Cards	1,002	\$25
Voter Fraud Posters	55,000	\$11,638
Voter Registration		
English	2,000,000	\$57,200
Spanish	500,000	\$28,150

Bureau of Election Records

The Bureau of Election Records is comprised of the bureau chief's office and four sections: review, commissions, public information and financial disclosure. There were fifteen positions in the Bureau of Election Records during 1999. The bureau continued to implement several programs which would enable the public to gain easier access to campaign reports and information. This included implementing the electronic filing of campaign reports, pursuant to Rule 1S-2.017, Florida Administrative Code, by candidates, political committees, committees of continuous existence and party executive committees. A major effort to place all campaign reports, not filed electronically, on computer through manual data entry continues to be accomplished by current staff, PRIDE of Florida and several OPS staff. All of this information was placed on the Internet allowing citizens to gain access to needed campaign report information from their homes or places of business without waiting for costly copies to be made or mailed.

The bureau also handled approximately 40,000 telephone calls during this off-election year.

In 1999, the Governor called nine special elections in Senate Districts 8 and 34 and House Districts 15, 17, 35, 61, 82, 111 and 115. (Note: the costs for Senate District 34 and House Districts 111 and 115 were not available at printing). The costs for the special elections are as follows:

State Senate, District 8

		First Primary		Second Primary		General Election		TOTAL
County	Precincts	Date	Cost	Date	Cost	Date	Cost	Cost
Duval	59	2/9/99	N/A	N/A	N/A	3/9/99	\$97,487.91	\$97,487.91
Flagler	24	2/9/99	\$14,044.43	N/A	N/A	3/9/99	\$18,287.36	\$32,331.79
Marion	20	2/9/99	\$11,134.71	N/A	N/A	3/9/99	\$11,238.64	\$22,373.35
St. Johns	44	2/9/99	N/A	N/A	N/A	3/9/99	\$76,718.96	\$76,718.96
Volusia	25	2/9/99	\$19,065.04	N/A	N/A	3/9/99	\$20,104.33	\$39,169.37
Total	172		\$44,244.18		N/A		\$223,837.20	\$268,081.38

* State House, District 17

		First Primary		Second Primary		General Election		TOTAL
County	Precincts	Date	Cost	Date	Cost	Date	Cost	Cost
Duval	47	N/A	N/A	N/A	N/A	3/9/99	N/A	N/A
Total	47		N/A		N/A		N/A	N/A

* No election held – candidate was unopposed.

State House, District 35

		First Primary		Second Primary		General Election		TOTAL
County	Precincts	Date	Cost	Date	Cost	Date	Cost	Cost
Orange	37	2/9/99	N/A	2/23/99	N/A	3/9/99	\$110,545.68	\$110,545.68
Seminole	3	2/9/99	N/A	2/23/99	N/A	3/9/99	\$14,770.56	\$14,770.56
Total	40		N/A		N/A		\$125,316.24	\$125,316.24

State House, District 61

		First Primary		Second Primary		General Election		TOTAL
County	Precincts	Date	Cost	Date	Cost	Date	Cost	Cost
Hillsborough	26	2/9/99	N/A	N/A	N/A	3/9/99	\$45,785.03	\$45,785.03
Pasco	34	2/9/99	N/A	N/A	N/A	3/9/99	\$63,552.51	\$63,552.51
Total	60		N/A		N/A		\$109,337.54	\$109,337.54

State House, District 15

		First Primary		Second Primary		General Election		TOTAL
County	Precincts	Date	Cost	Date	Cost	Date	Cost	Cost
Duval	59	9/28/99	\$65,216.00	N/A	N/A	11/2/99	\$49,713.00	\$114,929.00
Total	59		\$65,216.00		N/A		49,713.00	\$114,929.00

State House, District 82

		First Primary		Second Primary		General Election		TOTAL
County	Precincts	Date	Cost	Date	Cost	Date	Cost	Cost
Martin	26	9/21/99	\$37,386.16	9/5/99	\$37,386.16	11/2/99	\$37,386.15	\$112,158.47
Palm Beach	26	9/21/99	**	9/5/99	**	11/2/99	**	**
Total	52		\$37,386.16		\$37,386.16		37,386.15	\$112,158.47
GRAND TOTAL								\$729,822.63

** Palm Beach County costs not available at printing.

Normally during an off-election year, campaign reports from the previous election are reviewed for completeness and compliance; however, due to the large number of special elections held in 1999 the review section was unable to process as many reviews as in previous off-election years. If more staff were available to assist in this process after a general election, these reviews could be completed in a more timely manner. In addition, the review section would have more time and opportunity to evaluate and improve on its policies and procedures for the next election year enabling the section to operate more efficiently.

Bureau Chief's Office

This office is comprised of the Bureau Chief, and three Administrative Assistants. In detail, the bureau chief's office:

- Oversees activities of all sections of the bureau.
- Notifies supervisors of elections of voter registration book closing requirements, county canvass, etc. (includes sending forms, booklets, etc.).
- Assists in the preparation and distribution of various election booklets, pamphlets and forms. (Section 106.22, F.S.)
- Prepares state canvass of election returns. (Section 102.111, F.S.)
- Prepares and distributes sample ballots.
- Prepares and distributes instructions to voters.
- Assists in preparation of tabulations of official votes for all state elections.
- Handles candidate petition process including random sampling. (Sections 99.095, 99.0955, 99.096, 99.09651, 99.097 and 103.021, F.S.)
- Assists with candidate qualifying which includes processing qualifying fees and certifying nominations to supervisors of elections. (Sections 99.061, 99.103 and 99.121, F.S.)
- Conducts workshops and training sessions on campaign finance.
- Provides services to the Florida Election Commission, which includes providing documents, affidavits and testimony (in court and commission appearances).
- Maintains an ongoing filing, coding and cross-indexing system of all county referendums and notices from supervisors of elections on any reorganization of precincts or election districts as well as maps pursuant to Section 101.001, F.S.
- Compiles data for Performance Based Budgeting.
- Handles approximately 10,000 telephone calls during a non-election year.
- Provides support for election night reporting.

Review Section

This section is comprised of one Senior Section Administrator, one Records Specialist and three Document Specialists. In detail, the review section:

- Handles all initial filing papers for candidates, political committees, committees of continuous existence and political party executive committees. Notifies same as to completeness of paperwork (by telephone and/or in writing). (Sections 106.021, 106.03 and 106.04, F.S.)
- Handles processing of campaign reports: downloading reports filed electronically, sorting reports for data entry by staff or outside sources.
- Sends notices prior to each reporting period (to those listed above including those public officials with open office accounts) of when reports are due and the coverage periods for reports. (Sections 106.07 and 106.141, F.S.)

- Sends failure to file and fine assessment letters for those failing to file or who are late in filing. (Section 106.07, F.S.)
- Reviews campaign treasurer's reports for completeness and compliance and sends requests for missing or erroneous information to complete campaign treasurer's reports. (Section 106.07, F.S.)
- Handles miscellaneous filing which include endorsements, independent expenditures, testimonials, registered agents and telephone solicitations. (Sections 106.144, 106.071, 106.085, 106.1475 and 111.012, F.S.)
- Processes loan reports for candidates who are elected. (Section 106.075, F.S.)
- Processes fine checks for late filings. (Section 106.07, F.S.)
- Acts as the filing agent for copies of reports filed by federal candidates and committees (starting October 1999, only U.S. Senate candidates are required to file a copy of their report in Florida). Copies of reports for Presidential and U.S. House of Representative candidates and most federal committees can be accessed through the Federal Elections Commission Internet site at www.fec.gov.
- Prepares campaign records for retention at Records Center.
- Prepares automated index of scanned documents for Records Center retrieval.
- Handles approximately 13,100 telephone calls during a non-election year.
- Provides support for election night reporting.

2002 Announced Candidates	
State	14
Federal	0
Total	14

2000 Announced Candidates	
State	353
Federal	60
Total	413

1999/2000 Qualified Candidates (Special Elections)	
State Senate, District 8	4
State Senate, District 34	4
State House, District 15	5
State House, District 17	1

1999/2000 Qualified Candidates (Special Elections)	
State House, District 35	8
State House, District 61	5
State House, District 82	6
State House, District 111	5
State House, District 115	3
Total	41

Active Committees	
Committees of Continuous Existence	376
Political Committees	275
Federal Political Action Committees	1,260
State Executive Committees	17
Total	1,928

Candidate Reports Filed	
Treasurer Reports	908
Amended Reports	131
Elected Official Office Account Reports	500
Total	1,539

Committee Reports Filed	
Treasurer Reports	4,405
Amended Reports	136
CCE Annual Reports	403
Federal Reports	1,091
Total	6,035

Miscellaneous Filings	
Endorsements	4
Independent Expenditures	3
Testimonials	0
Telephone Solicitations:	
Authorization	25
Resident Agent	4
Total	36

Campaign Treasurer's Report Data Entry Methods	
Candidates - Electronically Filed	328
Committees - Electronically Filed	1,062
Candidates - Staff Data Entry	450
Committees - Staff Data Entry	1,708
Candidates - PRIDE Data Entry	27
Committees - PRIDE Data Entry	178
Candidates - Waivers Filed	103
Committees - Waivers Filed	1,457
Total	5,313

Correspondence Mailed	
Acknowledgment Letters for New Candidates, Committees and Parties	474
Acknowledgment Letters for Fine Payments	255
Acknowledgment Letters for Committee Closings	58
Candidate & Committee Report Reminders	12,573
Failure to File Letters	575
Fine Letters	511
Completeness/Compliance Addendum Requests	512
Revocation CCE	22
Revocation PAC	5
Total	14,985

Electronic Filing

Since 1996, the division has provided candidates, committees and political parties with the ability to submit campaign treasurer's reports electronically by filing the summary page and a diskette of their itemized information.

This year the division has been working on two new methods of electronic filing of campaign treasurer's reports. One method is enabling candidates, committees and political parties to enter their campaign treasurer's report data directly on our Internet web site and then transfer that information to the division. The other method is to transfer information from their personal computers through our Internet web site to the division rather than sending a diskette of campaign information.

It is hoped that by offering additional methods of electronic filing, all candidates, committees and political parties will utilize one of the electronic filing methods available. There are bills currently pending in the Senate and the House to require electronic filing of these reports for candidates, committees or parties receiving or expending in excess of \$10,000. The division anticipates savings in data entry alone, during an election year, of at least \$90,000 if all candidates, committees and political parties file reports electronically.

Commission Section

This section is comprised of two Administrative Assistants who act as liaisons with the Office of the Governor and the Florida Senate on elected and appointed officials. In detail, the commission section:

- Issues certificates of elections, incumbency and commissions of office for various elected and appointed officials on the federal, state, district, multi-county and county levels. (Chapters 113 and 114 and Section 102.155, F.S.)
- Prepares notices of elections for offices to be voted on for the general election in each county for publication in newspapers of general circulation. (Section 100.021, F.S.)
- Processes suspensions, removals and reinstatements of public officials. (Sections 112.40 through 112.52, F.S.)
- Maintains official listings of federal, state and county officials.
- Maintains Minority Report records.
- Handles approximately 4,900 telephone calls during a non-election year.

Commissions Issued	
Appointed	1,483
Elected	683
Total	2,166

Certificates Issued	
Election	6
Appointment	546
Pending Senate Confirmation	325
Other Outstanding Paperwork	283
Total	1,160

Correspondence Mailed	
Notice of Appointment	1,758
Notice of Election	61

Related Correspondence	639
Second Notices	1,467
Failed to Qualify Notices	36
Executive Suspensions	6
Total	3,964

Revenue Collected (Commissions)	\$3,940
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Public Information Section

This section is comprised of one Administrative Assistant I, one Document Specialist and one Staff Assistant. In detail, the public information section:

- Provides copies of all documents filed with the division upon request (excluding confidential information). (Section 106.22, F.S.)
- Coordinates storage and disposal of records of the division on file with Archives and Records Center according to retention schedule. (Section 106.22, F.S.)
- Assists the public in the research of documents on file in paper copy and with the use of the public access system.
- Processes and distributes mail for the division.
- Handles filings and certifications of facsimile signatures. (Section 116.34, F.S.)
- Handles filings of Assistant State Attorneys. (Section 27.181)
- Handles approximately 9,600 telephone calls during a non-election year.

Records Duplicated	32,000
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Executive Orders Filed	
Governor	324
Clemency	196
Pardon	0
Total	520

Certificates of Incumbency Issued	
Treasurer	166
Comptroller	820
Clerks	86
State Registrar	627
Facsimile	295
Miscellaneous	52
Resignations	159
Total	2,205

Facsimile Signatures Filed	274
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Certificates Files (Proclamations)	129
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Revenue Received	
Certificates	\$8,220
Reimbursement of Copy Orders	\$4,814
Total	\$13,034

Financial Disclosure Section

This section is comprised of one Administrative Assistant I. In detail, the financial disclosure section:

- Acts as filing agent for financial disclosures for constitutional officers and specified employees of the state. (Article II, Section 8, Fla. Const. and Chapter 112, F.S.)
- Oversees mailing of financial disclosure forms.

- Maintains computer and manual files.
- Prepares certification to Commission on Ethics of persons who fail to file.
- Acts as filing agent for copies of Federal financial disclosure statements filed with the Clerk of the United States House of Representatives. (Pursuant to 5 U.S.C. app 6, Sec. 101)
- Handles processing of filings requesting confidentiality. (Section 119.07(3)(k), F.S.)
- Prepares certification of documents for State and Federal investigative agencies, law enforcement and law firms upon request. Works with Senate Executive Business, Ethics and Elections Committee verifying filings for confirmation; Supreme Court of Florida; senior judges required to file. Fax and/or copy documents for state-related agencies or public records access requests.
- Prepares Financial Disclosures for retention at Records Center
- Handles approximately 2,400 telephone calls during a year.

Financial Disclosures Filed	
Form 1 Statement of Financial Interest	14,074
Form 2 Quarterly Client Disclosure	63
Form 6 Full & Public Disclosure	2,247
Form 9 Quarterly	298
Form 10 Gift Disclosure/Governmental	3,293
Form 30 Donor's Quarterly Gift Disclosure	46
Form 3A Competitive Bid for Public Business	1
Form 6A Judicial Gift Disclosures	929
Form 6B Judicial Business Interests	20
Form 8A Conflict of Interest	0
Financial Statement/Letters Filed	87
Income Tax Forms	587
Attachments Filed with Forms	1,137
Federal Forms	42
Total	22,753

Mailing Costs	
First Notices	\$10,756
Delinquent Notices	\$5,027
Re-mailed	\$385
Total	\$16,169

Bureau of Administrative Code and Weekly

The Bureau of Administrative Code and Weekly consists of ten staff positions. All sections in the bureau answer various telephone and written inquiries from state, county and municipal agencies and the general public pertaining to their respective areas.

As required by Chapter 120, Florida Statutes, the Bureau of Administrative Code and Weekly coordinates and schedules the publication of the Florida Administrative Weekly (FAW) each week. The bureau is responsible for the editing, proofreading and preparation of the final version of the FAW, which contains all proposed state agency administrative rules, public notices, bid proposals and miscellaneous notices.

The bureau maintains a weekly count of the number of proposed and adopted rules, including the number of new, amended and repealed rules for each agency.

Pursuant to Section 120.54, Florida Statutes, and Rule 1S-1.003, Florida Administrative Code, agencies must mail, or hand deliver, one copy of each notice to be published in the FAW, together with a disk containing the notice and the text of the proposed rule(s), if the notice is a Notice of Proposed Rule, and a cover letter for billing purposes. All notices are processed as follows:

1. Notice and text are checked for format and accuracy.
2. Notice is time stamped, if correct.
3. Disk is checked, transferred and edited.
4. Edited copy is printed and proofread.
5. Corrections are made and finalized for printing.
6. Cover letter and copy is retained for billing purposes.
7. Disks are returned to the agencies at the end of each week.

On average, 51 proposed rules are published in the FAW each week. The deadline for submitting notices for publication is 12:00 noon, Wednesday, the week prior to publication on Friday. The final document to be printed is electronically sent to the printer each Friday by 12:00 noon and is printed and mailed by Wednesday afternoon. In 1999, the FAW ranged from 48 to 264 pages each week.

Number of issues published in 1999	52
Average number of pages per issue	115
Total number of pages printed	5,984

The FAW is distributed in paper form on a yearly subscription basis by Darby Printing Company. The cost for a one year subscription is \$169 plus applicable sales tax. The FAW is also available free on the Internet at <http://election.dos.state.fl.us>.

Number of Paid Subscribers	1,047
Free Subscriptions (federal and state court, Legislative Library, state university libraries, State Library, depository libraries, members of the Florida Legislature and standing committees, state agencies, Supreme Court Library, District Court of Appeal Library, Attorney General's Library, law school libraries, Joint Administrative Procedures Committee and Clerks of the Circuit Court)	201
Total Subscribers	1,248

The Florida Administrative Weekly consists of 14 sections. The following is a list of those sections and the 1999 filings:

Notices of Development of Proposed Rules	2,303
Proposed Rules	2,689
Notices of Changes, Corrections, and Withdrawals	1,359
Emergency Rules	90
Petition for Variances or Waivers	395
Meetings, Workshops and Public Hearings	4,633
Petitions and Dispositions for Declaratory Statements	241
Petitions and Dispositions Regarding the Validity of Rules	72
Petitions and Dispositions Regarding Non-Rule Policy Challenges	0
Announcements and Objection Reports of the Joint Administrative Procedures Committee	9
Notices Regarding Bids, Proposals and Purchasing	269
Miscellaneous Notices	213
Index to Rules Filed During Preceding Week	52
List of Rules Affected (monthly)	Cumulative

The following chart shows the number of proposed rules published in the Florida Administrative Weekly from 1975 to 1999:

Year	Number of Rules	Number of Pages	Number Withdrawn
1975	5,241	1,574	145
1976	3,968	1,921	74
1977	2,372	1,965	176

Year	Number of Rules	Number of Pages	Number Withdrawn
1978	3,296	2,393	378
1979	5,193	2,721	524
1980	5,467	3,076	687
1981	4,829	2,270	321
1982	3,980	3,446	306
1983	3,417	3,587	312
1984	4,488	4,505	304
1985	4,456	4,955	377
1986	3,121	5,125	487
1987	3,610	5,008	432
1988	3,706	5,336	254
1989	4,865	6,228	334
1990	4,753	6,180	524
1991	4,310	6,239	451
1992	7,160	8,217	714
1993	5,891	7,967	465
1994	6,415	9,835	346
1995	10,102	9,615	831
1996	7,130	7,493	540
1997	4,350	7,071	337
1998	4,087	7,124	371
1999	2,698	5,984	322

The bureau operates under a Publications Revolving Trust Fund and agencies are billed on a biweekly basis in order to help with the cash flow. The cost for publishing in the FAW is \$.79 per line. Invoices are mailed every two weeks for the previous week's issue.

Invoices printed in 1999	4,951
Total Lines Printed	598,288
Total Lines Charged	532,403
532,403 lines @ \$.79 per line	
Total Amount Billed	\$420,598

In addition, the division is responsible for publication of the Florida Administrative Code (FAC) and Florida Administrative Weekly, which are contracted out to a private publisher. The bureau manages and coordinates the publication of the FAW and the FAC and oversees the filing of

administrative rules. The bureau acts as liaison for the division with the Joint Administrative Procedures Committee; and assists state agencies and other members of the public in submitting rules to be filed for adoption. The bureau also acts as liaison for the publishing of the FAC, prepares manuscript each week to send to the publisher and works with the publisher and state agencies to ensure the accuracy of the monthly supplements. The FAC contains the rules of all agencies, consisting of 27 volumes for the 6" x 9" size and approximately 29,000 pages, with an average of 959 pages per month of updates. The FAC is also available in an 8 1/2" x 11" size consisting of 11 volumes and an average of 906 pages per month of updates. The monthly supplements to the smaller (6" x 9") version of the FAC will be discontinued on June 30, 2000.

In July 1999, the Bureau began the monumental task of preparing the entire FAC for availability on the Internet, beginning in January 2000. The FAC will be updated daily with newly adopted rules. The Internet version of the FAC will provide citizens direct access to adopted rules and regulations affecting all Floridians, at no charge. The Bureau hired two additional employees to accomplish this task. A printed version (8 1/2" x 11") of the FAC will remain available from the publisher.

The bureau is supported by a trust fund; revenues are generated from advertising charges for the FAW. During 1999, \$420,598 was placed in the Publications Revolving Trust Fund from advertising, and \$22,035 was received from the sale of the FAC.

Rules Filed and Prepared for Publisher

The bureau is also responsible for accepting all permanent and emergency rules for adoption. Each rule is reviewed for accuracy, format compliance and specific time frames as required by Chapter 120, Florida Statutes.

Permanent Rules Filed	2,763
Emergency Rules Filed	82
Total Filed	2,845

A copy of each permanent rule filed is reviewed for format accuracy and mailed to the publisher of the FAC each week. Approximately 200 questions are received from the publisher each month relating to discrepancies between the copy of the rule filed for adoption and what is actually printed in the FAC. These questions are verified by checking the official files and contacting the originator of the rule. When necessary, corrected pages are received from the originating agency. A copy is mailed to the publisher and the original placed in the files.

Telephone Calls and Walk-in Requests

Over 18,000 telephone requests were received by this bureau in 1999. These calls were from individuals requesting copies of laws, statutes, ordinances, rules and information relating to the FAW. Many of the requests concern rulemaking procedures, while others required extensive research of the files. The bureau also handled a great number of walk-in requests for copies and information.

Training Programs

There were no rulemaking workshops conducted in 1999; however, individual assistance is provided by the staff of the bureau on a daily basis.

Correspondence

The bureau handled over 4,500 pieces of correspondence for copies of rules, statutes, and laws, as well as the receipt of city and county ordinances.

Certified Copies

Upon request, the bureau furnishes certified copies of rules, Florida Statutes, Laws of Florida, and city and county ordinances. Many of these requests require extensive research.

Florida Administrative Code Rules	87
Florida Statutes	40
Laws of Florida	28
Florida Administrative Weekly Notices	5
City and County Ordinances	10

During 1999, the bureau collected \$1,174 for issuance of certified copies.

Laws

The law requires the bureau to classify and chapter number all general laws, special acts, resolutions, and memorials. The bureau is responsible for filing official orders, and special acts of the Governor, municipal charters and various municipal and county ordinances.

General Laws	404
Special and Local Laws	84
Joint and Concurrent Resolutions	1
Memorials	0
Vetoed bills	10
County Ordinances	2,271
Municipal Charters and Annexation Ordinances	804

Distribution and Duplication of Laws

The bureau makes seven copies of each law received from the Governor's Office for distribution to Statutory Revision, Legislative Information, Joint Administrative Procedures Committee, and legal publishers. The total pages copied for 1999 was 46,023.