



1898 E. Burleigh Blvd. • P.O. Box 457 • Tavares, FL 32778 P 352-343-9734 F 352-343-3605 E Hays@lakevotes.com

Election Preparation Report F.S. 100.032

August 18, 2020 Primary Election

Early Voting

Site/Locations:	(11) Total
Hours:	10:00 AM – 6:00 PM (10 days/ 8 hours) August 6th – August 15th
Standard Staffing:	Each Site - (1) Clerk, (1) Assistant Clerk, (1) Technician, (4) Inspectors, (1) Deputy, (6) Alternates trained as backups
Election Equipment per Site:	(2) Ballot Counting Systems (1) Accessible Voting System (3) Voter Check-in Systems (3) Ballot Printers (20) Voting Booths
In Office:	(2) Phone Bank Specialist Per Day (1) Technical Phone Bank Specialist Per Day (2) Election Part-Time Staff (12) Election Full-Time Staff

Election Day

Site/Locations:	96 Polling Locations; 102 Election Day Precincts
Hours:	7:00 AM – 7:00 PM (1 day/ 12 hours)
Standard Staffing:	Each Polling Place - (1) Clerk, (1) Assistant Clerk, (1) Technician, (4) Inspectors, (1) Deputy, (12) Alternates trained as backups
Election Equipment per Site:	(1) Ballot Counting System, if $\leq 4,000$ voters; (2) systems if $> 4,000$ voters (1) Accessible Voting System (Variable Quantity) Voter Check-in Systems based on 2016/2018 Voter Participation (Variable Quantity) Voting Booths based on voter registration statistics
In Office:	(10) Phone Bank Specialist Per Day (6) Technical Phone Bank Specialist Per Day (2) Election Part-Time Staff (18) Election Full-Time Staff

Post Election

In Office:	Utilize 4 – 6 Election Office Full-Time Staff for Post-Election Voting System Audit
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OUR COMMITMENT

 Voter Confidence
  Excellent Service
  Accurate & Efficient Elections
  Responsible Financial Stewardship



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Election Preparation Report F.S. 100.032

November 3, 2020 General Election

Early Voting

Site/Locations:	(12) Total
Hours:	10:00 AM – 6:00 PM (13 days/ 8 hours) October 19th – October 31st
Standard Staffing:	Each Site - (1) Clerk, (1) Assistant Clerk, (1) Technician, (4) Inspectors, (1) Deputy, (6) Alternates trained as backups
Election Equipment per Site:	(2) Ballot Counting Systems (1) Accessible Voting System (4) Voter Check-in Systems (3) Ballot Printers (20) Voting Booths
In Office:	(2) Phone Bank Specialist Per Day (1) Technical Phone Bank Specialist Per Day (2) Election Part-Time Staff (12) Election Full-Time Staff

Election Day

Site/Locations:	96 Polling Locations; 102 Election Day Precincts
Hours:	7:00 AM – 7:00 PM (1 day/ 12 hours)
Standard Staffing:	Each Polling Place - (1) Clerk, (1) Assistant Clerk, (1) Technician, (4) Inspectors, (1) Deputy, (12) Alternates trained as backups
Election Equipment per Site:	(1) Ballot Counting System, if $\leq 4,000$ voters; (2) systems if $> 4,000$ voters (1) Accessible Voting System (Variable Quantity) Voter Check-in Systems based on 2008/2012/2016 Voter Participation (Variable Quantity) Voting Booths based on voter registration statistics
In Office:	(10) Phone Bank Specialist Per Day (6) Technical Phone Bank Specialist Per Day (2) Election Part-Time Staff (18) Election Full-Time Staff

Post Election

In Office:	Utilize 4 – 6 Election Office Full-Time Staff for Post-Election Voting System Audit
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