



MEMORANDUM

TO: THE HONORABLE BOARD OF COUNTY COMMISSIONERS
FROM: VICKI P. CANNON, SUPERVISOR OF ELECTIONS
DATE: JUNE 3, 2019
SUBJECT: 2020 ELECTION CYCLE RESERVATIONS OF COUNTY FACILITIES

ITEM 1: APPROVAL OF USE OF BOARD OF COUNTY COMMISSIONERS CHAMBERS FOR 2020 EARLY VOTING PERIODS AND ELECTION DAY.

Section 101.657, Florida Statutes, provides that early voting be conducted in the Supervisor of Elections office. As the Board of County Commissioners Chambers (Chambers) is the only area in the building that is easily accessible to the public and can accommodate large numbers, and in order to comply with Florida law for early voting, I respectfully request use of the Chambers for the time periods listed below. This request is also for the use of the Chambers as a polling place on Election Day. The following dates include set-up of the facility and dates to conduct early voting and Election Day voting.

Presidential Preference Primary: March 5, 2020 at 8:00 a.m. – March 18, 2020 until 11:00 p.m.

Primary Election: August 4, 2020 at 8:00 a.m. – August 18, 2020 until 11:00 p.m.

General Election: October 16, 2020 at 8:00 a.m. – November 3, 2020 until 11:00 p.m.

The following meetings are scheduled for the Chambers during the above time periods. Therefore, we are requesting the following meetings be postponed, canceled or relocated to another facility to assist in the election process. We have reduced the timeframe for set-up and breakdown of the Chambers but, unfortunately, do not have any flexibility with the other dates.

March 9	BOCC	6:00 p.m.
March 10	Development Review Committee	9:00 a.m.
March 10	County Manager	3:00 p.m.
March 10	Code Enforcement	6:30 p.m.
March 11	Port Authority	6:00 p.m.
March 17	Development Review Committee	9:00 a.m.
March 17	P&Z	6:00 p.m.
August 4	Development Review Committee	9:00 a.m.
August 4	P&Z	6:00 p.m.
August 10	BOCC	6:00 p.m.
August 11	Development Review Committee	9:00 a.m.
August 11	County Manager	3:00 p.m.
August 11	Code Enforcement	6:30 p.m.
August 12	Port Authority	6:00 p.m.
August 18	Development Review Committee	9:00 a.m.
August 18	P&Z	6:00 p.m.

October 20	Development Review Committee	9:00 a.m.
October 20	P&Z	6:00 p.m.
October 21	BOCC	9:00 a.m.
October 21	AHAC Incentives Subcommittee	3:00 p.m.
October 21	AHAC	4:00 p.m.
October 22	County Manager	3:00 p.m.
October 22	CUVB	6:30 p.m.
October 26	BOCC	6:00 p.m.
October 27	Development Review Committee	9:00 a.m.
October 28	Code Enforcement	6:30 p.m.
November 3	Development Review Committee	9:00 a.m.
November 3	P&Z	6:00 p.m.

ITEM 2: APPROVAL FOR USE OF OTHER COUNTY FACILITIES FOR 2020 EARLY VOTING PERIODS AND ELECTION DAY. We respectfully request the use of the following county facilities for the dates and times below. Please note that, in addition to Election Day, we have had to add the Yulee Sports Complex as a fifth early voting site, due to growth. Once approved, we will reserve the facilities through the designated agents and/or Facilities Maintenance Department.

Facilities used for Early Voting Period and Election Day Period: Callahan County Building, Hilliard Community Center and the Yulee Sports Complex (added as the fifth early voting site due to growth).

Presidential Preference Primary: February 29, 2020 at 8:00 a.m. – March 19, 2020 at 11:00 p.m.
 Primary Election: August 1, 2020 at 8:00 a.m. – August 20, 2020 until 11:00 p.m.
 General Election: October 17, 2020 at 8:00 a.m. – November 5, 2020 until 11:00 p.m.

Facilities used for Election Day Period only: American Beach Community Center and Bryceville Community Center

Presidential Preference Primary: March 13, 2020 at 8:00 a.m. – March 19, 2020 at 11:00 p.m.
 Primary Election: August 14, 2020 at 8:00 a.m. – August 20, 2020 until 11:00 p.m.
 General Election: October 30, 2020 at 8:00 a.m. – November 5, 2020 until 11:00 p.m.

Should you have questions, or if we can provide further information, please do not hesitate to contact me.