MIAMI-DADE COUNTY

Miami-Dade County Elections Department
2700 NW 87th Avenue
Miami, Florida 33172
T 305-499-VOTE F 305-499-8547
TTY: 305-499-8480

miamidade.gov

January 25, 2006

Ms. Dawn K. Roberts, Director
Department of State
Division of Elections
500 South Bronough Street
Room 316, R. A. Gray Building
Tallahassee, FL 32399-0250

Dear Ms. Roberts:

Enclosed is Resolution #2006-1 adopted by the Village Council of Village of Key Biscayne, Florida, calling a special election on two charter amendment proposals to be held on Tuesday, April 11, 2006, by mail ballot. I, as the Supervisor of Elections for Miami-Dade County, authorize the use of mail ballots for this Key Biscayne Special Election.

The City Clerk, Conchita H. Alvarez, CMC, is the election administrator for the Village of Key Biscayne. The Miami-Dade County Supervisor of Elections shall be responsible for the April 11, 2006 Village of Key Biscayne Special Election since this election will be conducted pursuant to the Mail Ballot Election Act.

A schedule of events related to the conduct of the Special Election is enclosed. Voted ballots can be hand delivered to the office of the Village Clerk in Key Biscayne, 88 W. McIntyre Street, Florida as well as to the office of the Supervisor of Elections, 2700 N. W. 87th Avenue, Doral, Florida.

I, therefore, respectfully request approval of this plan for the conduct of the April 11, 2006 Village of Key Biscayne Special Election to be conducted by mail ballot. Please contact me if you need any additional information.

Sincerely,

Lester Sola
Supervisor of Elections
Miami-Dade County

LS:zr

Encs.

cc: Conchita H. Alvarez, CMC, Village Clerk, Village of Key Biscayne

Mail Ballot Election

Key Biscayne Special Charter Amendment Election
4/11/06

Due Date	Task	Notes
n/a	Key Biscayne Village Council adopts Resolution No. 2006-01 calling for special mail ballot election on April 11, 2006	Passed and adopted 1/10/06 Two charter amendment questions
1/23/06	Creation of elections on voter system / definition of precincts/ groups in the areas	
1/25/06	Supervisor of Elections submits request to Secretary of State for approval to conduct mail ballot election	Attach this schedule and copy of municipal resolution/ordinance(s)
1/25/06	Preparation of ballot wording (English) from Resolution submitted by municipality	
1/25/06	Request for translations of ballot documents in Spanish and Creole	
1/30/06	Preparation of master ballot document	
2/1/06	Proofing of ballot documents	(Ongoing) Master, Optical Scan, and Website
2/10/06	Ordering of Optical Scan Ballots	
Week of 3/5-3/11 /06	Advertising by municipality - Notice of Special Elections	5th week prior requirement
3/13/06	Closing of registration	29 days prior to election
Week of 3/19-3/25 /06	Advertising by municipality - Notice of Special Elections	3rd week prior requirement
3/21/06	Production of labels for mailing	
3/23/06	Mailing of ballots to voters	No sooner than 20 days prior, no less than 10 days prior (3/11/06) requirement
3/31/06	Preparation of election day/night staffing	
4/3/06	Advertising by municipality – Canvassing Board Meetings of 4/6 and 4/12/06	No less than 48 hours prior requirement
4/6/06	Canvassing Board Meeting (Municipal): Public logic & accuracy test of optical scan ballot system	10:00 a.m.
4/11/06	ELECTION DAY Deadline to receive voted ballots	All ballots must be received in the office of the Supervisor of Elections by 7 p.m.
4/12/06	Canvassing Board Meeting (Municipal): Pre-logic and accuracy test of the optical scan system, ballot opening and processing, canvass of presumed invalid ballots, tabulation of results, certification of results, post-logic and accuracy test of the optical scan system.	10:00 a.m.
4/12/06	Submission of results certifications to State Division of Elections and municipality	
5/12/06	Billing of election costs to Village of Key Biscayne	

RP/ZR:1/25/06