

**DRAFT**

**Protocol for 2014 General Election**

A. This protocol is for the General Election to be held Tuesday, November 4, 2014, including Early Voting. It addresses operational issues between the City of Palm Coast and the Supervisor of Elections regarding use of the Palm Coast Community Center for Early Voting and the General Election.

B. This protocol does not alter any state statute, City Charter or Code provision, or the Interlocal Agreement between the City and the Supervisor. It is a product of mediation efforts to establish procedures in good faith to carry out the intent of the law and the Interlocal Agreement. This protocol is made in good faith, and its successful implementation depends upon the reasonable actions of the parties. The issues generally involve signage, parking areas, and use of the premises by elections staff assigned to the Palm Coast Community Center.

C. The Supervisor may store directional election signs and parking signs at the Community Center by coordinating same with the City's Parks and Recreation Director whose office is at the Community Center on Palm Coast Parkway NE, tele386-986-2320.

D. The Palm Coast Community Center has a sufficient number of parking spaces to handle the typical events that take place (including days in which voting has taken place since the early 1990's). However, there are times when the facility has large flows of people using the facilities because it is operated as a multi-use, community and recreation center. To accommodate the use of the premises for voting, 12 spaces in the first row closest to the building will be marked as "voter only" spaces. However, the flow of voters cannot be predicted with any exactitude. The City places a priority on voters having reasonable access to the facility for the purpose of voting. As the voting day progresses, the City through its Parks and Recreation Director agrees to work with the onsite elections staff to designate parking spaces as needed throughout the day. On request, the Parks and Recreation Director will provide a schedule of the events planned for the Community Center to assist in predicting when parking may become difficult to enable changes needed to for voter access through dedicated parking spaces. Parking for voters will be monitored by elections staff and the Director of Parks and Recreation throughout the voting day to assure voter access.

E. To facilitate opening up parking spaces when needed, elections staff shall be permitted to park in an area off of Palm Coast Parkway that will give them direct access to a gate into the rear of the Community Center with direct access to the Early Voting area, Room 109. Further, on days in which sizable events are scheduled, Parks and Recreation staff will similarly park in

or relocate to this area. This is subject to any staff member who qualifies for a disabled parking space by permit. Additionally, visitors for events at the Community Center may be directed by Parks and Recreation staff to park in designated overflow parking areas that have been used from time to time by the Community Center for large gatherings. It should further be noted that many attendees for events at the Community Center use their visit to Early Vote and can be encouraged to do so during this upcoming series of Early Voting days.

F. Handicap parking spaces will be available to those holding permits on a “first come, first serve” basis, as required by law. The City will explore the feasibility of creating temporary handicap parking spaces to increase access when indicated by the volume of visitors. To further facilitate access by disabled voters, the Parks and Recreation staff will assist voters at curb side for drop off and pick up. No attachments or extra signage not authorized by law will be affixed to or on the handicap parking spaces at the Community Center.

G. Election staff may use the common area used by staff and renters of the facility for food preparation and storage. Election staff shall have use of one refrigerator but must assure that all contents are removed by the close of polling. On some occasions, the refrigerator must be emptied sooner (typically Saturday) if the space is booked by an event. The Parks and Recreation Director shall provide notice of such at the earliest opportunity to elections staff. Dry goods may be stored on any of the counter surfaces or tables provided they are removed at the end of each work day. Such items may be stored in Room 109 overnight.

H. The spirit of this protocol is for the parties to work in good faith to accomplish their institutional objectives, while recognizing the importance of the public’s use of the facilities whether for voting or scheduled civic and recreational activities, all with a view of assuring reasonable voter access.

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

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For the City of Palm Coast, Florida

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

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For the Flagler County Canvassing Board