



Item 4  
January 21, 2020

# Preparing for Amendment 10 with the Volusia County Supervisor of Elections

A PRESENTATION TO THE VOLUSIA COUNTY COUNCIL

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JANUARY 21, 2020

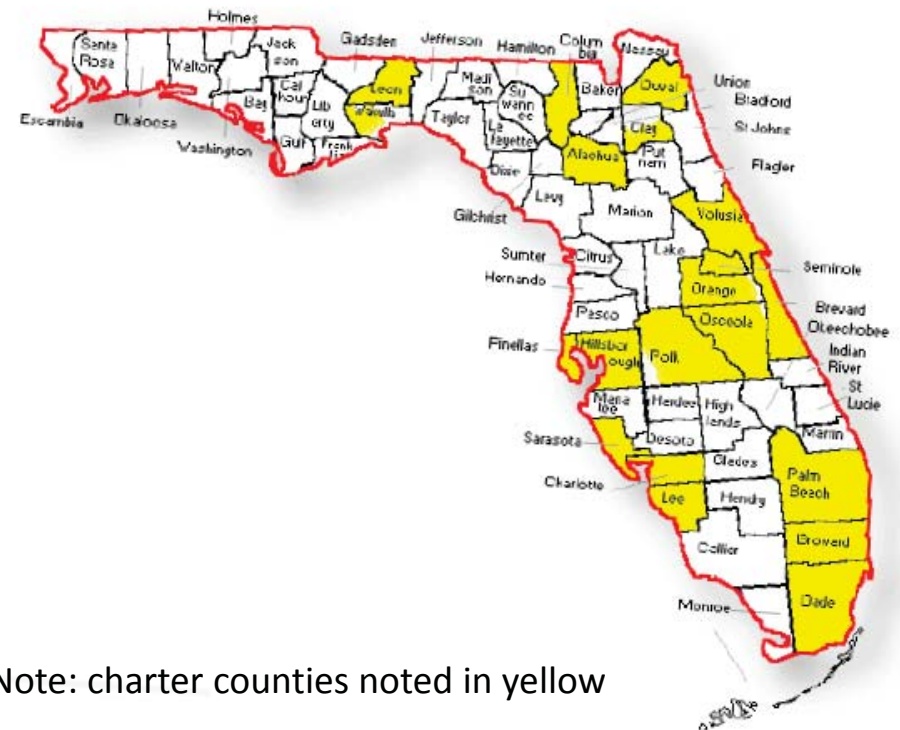
LISA LEWIS, SUPERVISOR OF ELECTIONS

JEANIENE JENNINGS, DIRECTOR BUSINESS SERVICES

MIKE DYER, INTERIM COUNTY ATTORNEY

# Background

- Volusia County is one of twenty charter counties in Florida
  - Governed by the Volusia County Charter
  - Enacted by special act of the Florida Legislature
  - Adopted by Volusia County voters by referendum



Note: charter counties noted in yellow

## Background (cont'd)

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- Charter abolished the constitutional offices of Property Appraiser, Sheriff and Supervisor of Elections
  - Each remain as elected department heads as charter county officers
  - Part of county government
- Charter abolished constitutional office of Tax Collector and transferred duties to county revenue department
- Amendment 10 takes effect on January 5, 2021
  - Supervisor of Elections transforms from county charter officer to constitutional officer on that date

# Implementation Steps

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- County manager formed a transition team to prepare for the orderly implementation of Amendment 10
  - Goal is to be ready in the event pending appeal is not successful
- Working group comprised of ten staff members from different areas of county government
  - Tasked with:
    - identifying issues and solutions
    - communication
    - development of agreements and ordinances changes
- Subject to approval by the county council



# Memorandum of Agreement

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- Discussions with the Supervisor of Elections resulted in a proposed memorandum of agreement
  - Serves as road map
- This agreement addresses the major decision points:
  - Personnel
  - Support services provided by the county
  - Facilities
  - Costs
- Will be further implemented by agreements on specific issues, such as the terms of participation in self-insurance funds, employee benefits and fleet program.



# Personnel

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- County employees within the Volusia County Department of Elections will no longer be employees of county government on January 5, 2021
  - Employees that will not be hired by the Supervisor of Elections will be notified by July 1, 2020
- Transfer of leave balances which exist on January 4, 2021

# Facilities

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- The Supervisor of Elections will be vacating the historic courthouse location in March, 2020 and move to a leased location at 1750 S. Woodland Blvd., DeLand, Florida. This location will be the primary office.
- The Supervisor of Elections also will retain the election warehouse located at 2550 W. Highway 44, DeLand, Florida.
- There are currently no other branch offices for the Supervision of Elections.

# Services to be provided by the County

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- Central Services- Facilities Management (including janitorial), and Fleet Management (including fuel and maintenance)
- Business Services, including procurement and revenue (cashiering).
- Financial Services, including but not limited to payroll, accounting and budget.
- Community Information, including public records, social media and media requests.
- Human Resources, which include but not limited to: recruitment, benefits, employee relations, health and wellness, discipline actions and risk management.



# Services to be provided by the County (cont'd)

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- Liability self-insurance programs
- Legal Services, including but not limited to civil and administrative litigation, contracts, personnel matters, election matters, canvassing board representative and general representation.
- Information Technology, including but not limited to e-mail, telephones, wide and local area networking GIS and website hosting.
- Internal Auditor



# Costs

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- Costs for services shall be accounted for annually in the Supervisor of Elections budget.
  - Reimbursed to the County by indirect cost distribution.
- Parties recognize costs will fluctuate in odd and even numbered years based on election schedules.
- County shall provide the amount of the indirect cost transfer to the Supervisor during the budget preparation process.



# Additional Information

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The transition team will continue to meet and work with the Supervisor of Elections on any issues that may arise that should be addressed. The team and the Supervisor of Elections have additional agreements that will come forward to the County Council as part of this agreement such as:

- Assignment and Assumption of Contracts
- Risk management participation agreement
- Fleet program participation agreement
- Employee benefits program participation agreement
- Computer replacement program participation agreement

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# Discussion and Direction

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